

# Everest

## COLLEGE

SALT LAKE CITY CATALOG  
2011-2013

**Everest College, Salt Lake City Campus**  
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Publishing Date July 1, 2011

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Effective July 1, 2011, through July 1, 2013

## PRESIDENT'S MESSAGE

We would like to welcome you to Everest College, a school that provides a friendly, small-campus atmosphere where our dedicated staff can take a personal interest in the progress of each student. This caring attitude, combined with progressive curricula, affords our students a meaningful higher education experience, as well as effective preparation for a wide variety of careers.

Obtaining a postsecondary education gives our graduates a competitive edge in their career field and will make the difference when they are considered for professional advancement. Our programs are designed for employment in the state of Utah as well as other progressive areas throughout the country.

Our goal is to provide our students with quality instruction, a sense of professional responsibility, a desire for life-long learning, and the essential skills and abilities to qualify them for their chosen career.

We have made every effort to fulfill our obligations to those who have entrusted their educational and career goals to Everest. We invite all interested parties, therefore, to visit our campus and review our programs. Our experienced admissions officers will assist in the important process of identifying the program best suited for the candidate's special interests, talents, and goals.

Benjamin Franklin once said, "If a man empties his purse into his head, no man can take it away from him. An investment in knowledge always pays the best interest."

All additional addenda become an integral part of this catalog as of their effective date.

Sincerely,

A handwritten signature in cursive script that reads "Rebecca Peregrine".

Rebecca Peregrine  
President, Salt Lake City Campus

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# ABOUT EVEREST COLLEGE

## **CORINTHIAN COLLEGES, INC.**

Everest College is a part of Corinthian Colleges, Inc. (CCi). CCi was formed in 1995 to own and operate schools across the nation that focus on high-demand, specialized curricula. CCi is continually seeking to provide the kind of educational programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California, and schools in various states, CCi provides job-oriented education and training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the kind they can expect to find on the job. CCi provides people entering or reentering today's competitive market with practical, skill-specific education vital to their success.

Corinthian Colleges, Inc. is dedicated to providing education and training that meets the current needs of business and industry. Under CCi ownership, the School maintains its long-standing reputation for innovation and high-quality private education.

## **MISSION**

The mission of the College is to prepare students to enter, prosper in, and meet the needs of the employment community served. To accomplish this purpose, the College offers a variety of career-oriented instructional programs and academic counseling services. The College believes that preparing students for participation in the working community is an important mission and a service to society. The College is dedicated to the ideal that all students should have the opportunity to reach their full potential. The College is concerned with developing, in all students, the quest for knowledge and skills necessary for life-long learning in their chosen field.

## **OBJECTIVES**

- To assess industry trends continually and develop compatible classroom academic practices and experiential learning opportunities;
- To develop curriculum programs that allow students the opportunity to master entry-level career skills;
- To provide faculty who are professionally prepared to teach in a career-oriented environment;
- To create an atmosphere of learning, partnership, trust, and support among students, administrators, and staff;
- To provide students with opportunities for membership in supportive peer activities to encourage the development of self-sufficiency and leadership qualities;
- To provide career-long placement assistance.

## **SCHOOL HISTORY AND DESCRIPTION**

Everest College, formerly Mountain West College, was founded in 1982 as Mountain West Computer School. This college was subsequently purchased in 1983 and was then called Mountain West College of Business and Technology. In November of 1987, candidacy for accreditation for Junior College Status was granted.

In September of 1989, Phillips Colleges, Inc. acquired Mountain West Junior College. In March 1990, Mountain West Junior College changed its name to Phillips Junior College.

In October, 1996, the college was acquired by Rhodes Colleges, Inc., and the name of the college was changed to Mountain West College in recognition of the institution's history of excellence in training and education in the Salt Lake City area. In February of 2006, the name of the College was changed to Everest College.

Since its founding in 1982, the College has grown steadily in students and offerings. The College now offers diploma, Associate's and Bachelor's degree programs in several disciplines in both day and evening classes.

Everest College is located near I-215 Freeway and Valley Fair Mall. Everest College serves the growing populations of the Salt Lake Valley. The main building of the campus utilizes approximately 26,200 square feet of classrooms and supporting facilities. The space is equipped to facilitate use by handicapped persons. The College facilities include classrooms, study areas, computer labs, medical lab, and administrative offices. The College also maintains a Learning Resource Center containing a collection of over 7,500 volumes that completely support the various curricula and provide learning resources for our students and faculty. Additionally, virtual library resources are available on the Internet, as is access to Westlaw. An adjoining Nursing building offers 12,000 square feet, including a student lounge, computer facilities, and nursing skills and simulation lab and medical classroom facilities.

The student lounge areas in the facility are equipped with food and beverage machines where students may relax. Many commercial facilities are located in the immediate vicinity. Ample parking is provided at the College for students, faculty, and administration at no charge. The facility is conveniently located close to freeways and is easily accessible by public transportation.

## **OFFICE HOURS**

The administrative offices are open Monday through Thursday from 8:00 a.m. to 8:00 p.m., Friday from 8:00 a.m. to 8:00 p.m. and Saturday from 9 a.m. to 1 p.m. Appointments after hours may be made by calling in advance.

## **CLASS SCHEDULE**

Students attend classes Monday through Friday. Day classes for modular programs are offered between 6:00 a.m. and 6:00 p.m. and evening classes are offered between 6:00 p.m. and 10:00 p.m.

Day classes for linear programs are offered between 6:00 a.m. and 6:00 p.m. and evening classes are offered between 6:00 p.m. and 10:00 p.m.

## **ACCREDITATION, APPROVALS AND MEMBERSHIPS**

- Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associate's degrees and bachelor's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.
- Registered with the Utah State Board of Regents, #3 Triad Center, 355 N. West Temple, Salt Lake City, UT 84180, and is licensed by Salt Lake County.
- The Nursing Program is provisionally approved by the Utah Board of Nursing. Within six months of graduating the first class the program will apply for candidacy status with the NLN.
- The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814, (301) 657-3000, [www.ashp.org](http://www.ashp.org).
- The Surgical Technologist program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA). Further information can be obtained by contacting the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350, (727) 210-2354 (fax), [www.caahep.org](http://www.caahep.org).
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.

Copies of accreditation, approval and membership documentation are available for inspection at the campus. Please contact the campus president to review this material.

## **ADMISSIONS INFORMATION**

### **REQUIREMENTS AND PROCEDURES**

- High school diploma or a recognized equivalent such as the GED.
- Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.
- If documents required for enrollment are not available at the time of application, applicants may be accepted for a limited period to allow time for receipt of all required documentation.
- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.
- Applicants who determine that they would like to apply for admission will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment. Students automatically come under the current catalog at reentrance after not attending for a full academic term.

### **PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS**

#### **CRIMINAL BACKGROUND CHECK**

- Students may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.

- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.

### **DIPLOMA, PHARMACY TECHNICIAN PROGRAM**

- Applicants must reach 18 years of age on or prior to their expected date of graduation.

### **ASSOCIATE OF SCIENCE, SURGICAL TECHNOLOGIST PROGRAM**

- Pass an entrance examination.
- Enrollment Recommendation by the Surgical Technologist Program Admissions Interview Committee.
- Pass a physical examination prior to the program start date.
- Completion of three Hepatitis B injections prior to the start of the clinical rotation. This is a Clinical Rotation Requirement -- NOT admissions requirement.

### **BACHELOR OF SCIENCE, NURSING**

- Be a high school graduate with a minimum 3.0 GPA plus or have a GED with a passing score of 550 or better or have successfully completed previous college level courses
- Pass the HESI A2 entrance test
- Complete a personal interview with the Campus Nursing Director
- Complete a written essay as assigned
- Meet the outlined technical standards
- Pass the criminal background check and/or fingerprinting/drug screening

### **ACADEMIC SKILLS ASSESSMENT**

All students are required to go through the institution's assessment process. Students may be exempt from the assessment test if they provide official composite score of at least 15 on the ACT, a combined score on reading and math of at least 700 on the SAT, or proof of successful completion of a minimum of 36.0 quarter hours or 24.0 semester hours of earned college credit at an accredited postsecondary institution.

### **ABILITY TO BENEFIT POLICY**

- Students who do not have a high school diploma or its recognized equivalent may be admitted into certain diploma programs at the school.
- Ability To Benefit (ATB) applicants are required to provide an official score report that meets or exceeds the passing scores as specified in the Campus Administered ATB Testing section below.
- Everest recognizes the benefits of a high school diploma or its recognized equivalent and encourages all ATB students to complete their GED while in school.

Note: The number of students (or re-entry) enrolled under the Ability To Benefit Provision is limited to only certain programs offered. Please check with your admission representative regarding the programs that accept ATB students. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

### **CAMPUS ATB PASSING TEST SCORES**

- Passing scores on the **CPAt** are Language Usage 47, Reading 48, and Numerical 46.
- Passing scores on the **COMPASS** test are Numerical Skills/Prealgebra 30, Reading 67, and Writing Skills 38.
- Passing scores on the **ASSET** are Reading 37, Writing 38, and Numerical 36.
- Passing scores on the **Wonderlic Basic Skills Test** are: Verbal (220) and Quantitative (225). Students must achieve a passing score on both skill assessments in a single testing session to be considered passing.

Note: Everest will accept test score reports from tests taken at any Everest location or an official Assessment Center.

### **ATB ADVISING**

Everest has an obligation to provide academic support services necessary for ATB students and to ensure that students will be ready for placement upon completion of their programs.

- All ATB students shall receive academic and career advising after each grading/evaluation period



## **DENIAL OF ADMISSION**

A student who fails to pass the test in four (4) attempts shall be denied admission and may not reapply to the school until one (1) year has passed since the first taking of the test.

## **DELAYED ADMISSION**

Students who do not enter school following passing the ATB exam will not be required to retake the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter will not be required to retake the exam prior to re-entry, if the original passing test result is in the students' academic file.

## **ABILITY TO BENEFIT POLICY FOR RE-ENTRY STUDENTS**

An ATB student who has been out of school less than one year may return to their program of last enrollment. Reentering ATB students will receive academic and career advising after each grading/evaluation period. ATB students who have been out of school more than one year will be treated as a new student and subject to current admission policies.

## **INTERNATIONAL STUDENTS**

Everest College is authorized by the Department of Homeland Security to issue the Form I-20 to international students. A Form I-20 will be sent to the applicant upon acceptance, receipt of evidence of financial support, and payment of appropriate tuition deposits and/or fees.

## **UNDERGRADUATE ADMISSIONS REQUIREMENTS FOR INTERNATIONAL STUDENTS**

- Evidence of High School diploma or recognized equivalent.
- Proof of financial ability to meet expenses. Such evidence may be one of the following:
  - a) Bank letter verifying student's available funds (self-sponsoring).
  - b) Bank letter verifying sponsor's available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
  - c) Form I-134 if sponsor is a citizen or legal permanent resident of the U.S.
  - d) If the applicant is sponsored by his/her home country, a statement of sponsorship.
- Evidence of English Proficiency if the student's first language is not English. Such evidence may be one of the following:
  - a) TOEFL score of 450 (paper-based) or 133 (computer-based) or 45 (Internet-based);
  - b) Completion of Level 107 from a designated English Language School Center (ELS);
  - c) Score of 5.0 on the International English Language Testing System exam (IELTS);
  - d) Score of 60 on Michigan English Language Assessment Battery (MELAB);
  - e) A certificate of completion of Intensive English 4;
  - f) Graduation from high school in the United States or an official copy of a GED;
  - g) Graduation from an American high school abroad where curriculum is delivered in English.
- International students must obtain an ACT score of at least 15, an SAT combined score on critical reading and math of at least 700 or a CPAT score of at least 120.
- International students must meet the same programmatic entrance requirements as domestic students.

## **COMPUTER INFORMATION SCIENCE PROGRAM STUDENT DISCLOSURE**

Due to the rapidly changing nature of the Computer Information Systems industry, curriculum and program changes may occur from time to time during the course of a student's enrollment in the program. These changes reflect industry trends, and curriculum revisions will be made as expeditiously as possible.

Enrollment in a Computer Information Science program offers students the knowledge and skills to enter the workforce in technology or a related field. Program completion does not necessarily lead to or guarantee any form of vendor certification.

## **ACADEMIC INFORMATION**

### **EVEREST REGULATIONS**

Each student is given the school catalog, which sets forth the policies and regulations under which the institution operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

Everest reserves the right to modify its tuition and fees; to add or withdraw members from its faculty and staff; to revise its academic programs; and to withdraw subject courses, and programs if registration falls below the required number. The total hours specified in each area of the program total is the minimum requirements for completion.

### **DEFINITION OF CREDIT**

Everest awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10 clock hours of theory or lecture instruction, a minimum of 20 clock hours of supervised laboratory instruction, or a minimum of 30 clock hours of externship/internship practice.

### **OUT OF CLASS ASSIGNMENTS**

- Students in degree programs should plan to spend a minimum of up to two hours per day outside of class completing homework assignments as directed by the instructor
- In addition to scheduled classes, students in diploma programs will be expected to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi

### **TRANSFER OF CREDIT - INTO AND OUT OF EVEREST**

Everest has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning. In general, Everest considers the following criteria when determining if transfer credit should be awarded:

- Accreditation of the institution;
- The comparability of the scope, depth, and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.
- If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam, or military training, Everest will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council on Education (ACE).

### **MAXIMUM TRANSFER CREDITS ACCEPTED**

Students enrolled in a diploma program must complete at least 25% of the program in residency at the institution awarding the degree or diploma. The remaining 75% of the program may be any combination of transfer credit, national proficiency credit, Everest developed proficiency credit, or prior learning credit.

### **COURSEWORK COMPLETED AT FOREIGN INSTITUTIONS**

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES). An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

### **TRANSFER CREDIT FOR LEARNING ASSESSMENT**

Everest accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Academic Dean/Director of Education for the current list of approved exams and minimum scores required for transfer.

### **TRANSFER CREDIT FOR PROFESSIONAL CERTIFICATIONS**

Everest may award some credits toward undergraduate, associate, and diploma level courses for achievement of professional certifications e.g. CMA, CNE, MCSE, etc.

### **EXPERIENTIAL LEARNING PORTFOLIO**

Students may earn credit for life experience through the Prior Learning Assessment program. This program is designed to translate personal and professional experiences into academic credit. Procedures for applying for credit through experiential learning are available in the Academic Dean's/Director of Education's office.

### **PROFICIENCY EXAMINATION**

Undergraduate students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. All requests for Proficiency Examinations must be approved by the appropriate Program Director and the Academic Dean/Director of Education.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits students earn at Everest is at the complete discretion of the institution to which students seek to transfer. Acceptance of the degree, diploma or certificate students earn in the program in which students are enrolling is also at the complete discretion of the institution to which students seek to transfer. The credits or degree, diploma or certificate that students earn at Everest will probably not be transferable to any other college or university. For example, if a student entered Everest as a freshman, the student will still be a freshman if he/she enters another college or university at some time in the future even though the student earned units while attending Everest. In addition, if a student earns a degree, diploma or certificate in one of our programs, in most cases it will probably not serve as a basis for obtaining a higher-level degree at another college or university, and the student may be required to repeat some or all of the coursework at that institution. For this reason, a student should make certain that the attendance of Everest will meet his/her educational goals. This may include - before the student's enrollment with Everest - contacting the institution to which the student seeks to transfer after attending Everest to determine if the credits or degree, diploma or certificate will transfer.

## **EVEREST CONSORTIUM AGREEMENT**

The Everest Consortium Agreement enables students to attend a limited number of classes (a maximum of 49% of credit hours) at an Everest campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another Everest campus location through the Consortium Agreement (a minimum of 51% credit hours must be completed at the Home campus). Complete details on the Everest Consortium Agreement are available in the Academic Dean's/Director of Education's office.

## **TRANSFERS TO OTHER EVEREST LOCATIONS**

Students in good standing may transfer to another Everest campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the program in which they are enrolled. Students may transfer applicable credits from Everest coursework in which a C or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location.

## **ARTICULATION AGREEMENT**

Everest College, Salt Lake City has an articulation agreement with the University of Phoenix and Kaplan University. Students should contact the Everest College Dean for additional information on articulation agreement transfer terms and conditions.

## **TRANSFER CENTER ASSISTANCE**

Any questions regarding the transfer of credit into or from Everest should be directed to the Transfer Center at 877-727-0058 or email [transfercenter@cci.edu](mailto:transfercenter@cci.edu).

## **ONLINE PROGRAMS AND COURSE REQUIREMENTS**

Online courses are offered using the eCollege platform via the Internet. Online courses have the same objectives as courses taught on-ground although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period. To maximize success within the online courses, students must have a computer with a system profile that meets or exceeds the following:

### **Windows Systems**

Windows 2000, XP, or Vista  
64 MB Ram  
28.8 kbps modem (56K recommended)  
Sound Card & Speakers  
Recommended Browser: Microsoft Internet Explorer 7.0  
Recommended Browser: Mozilla Firefox 2.0  
Supported Browser: Microsoft Internet Explorer 6.0  
Supported Browser: Mozilla Firefox 3.0

### **Mac Systems**

Mac OS X or higher (in classic mode)  
32 MB RAM (64 recommended)  
28.8 kbps modem (56K recommended)  
Sound Card & Speakers  
Recommended Browser: Safari 3.0  
Recommended Browser: Mozilla Firefox 2.0

Supported Browser: Safari 2.0  
Supported Browser: Mozilla Firefox 3.0

In addition, students taking online courses must:

- Check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify email account/address with Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as students have access to the courses;
- Participate in classes and activities weekly throughout the course.

### DIRECTED STUDY

- Students unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts may request permission to complete a course through directed study.
- Associate degree students may apply a maximum of 8.0 quarter credit hours earned through directed study to the major core of study.
- Bachelor's degree students may apply a maximum of 16.0 quarter credits of directed study to the major core of study.
- Students may not take more than one directed study course in a single academic term.
- Diploma students are not eligible for Directed Study
- Please see the Academic Dean/Director of Education for further information.

### GRADING SYSTEM AND PROGRESS REPORTS

The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

Grade	Point Value	Meaning	Nursing Scale	Percentage Scale
A	4.0	Excellent	100 - 92	100 - 90
B	3.0	Very Good	91 - 84	89 - 80
C	2.0	Good	83 - 76	79 - 70
D*	1.0	Poor	75 - 68	69 - 60
F** or Fail	0.0	Failing	67 - 0	59 - 0
P or Pass	Not Calculated	Pass (for externship/internship or thesis classes only)		
IP***	Not Calculated	In Progress (for externship/internship or thesis courses only)		
L	Not Calculated	Leave of Absence (allowed in modular programs only)		
EL	Not Calculated	Experiential Learning Credit		
PE	Not Calculated	Proficiency Exam		
PF	Not Calculated	Preparatory Fail		
PP	Not Calculated	Preparatory Pass		
W	Not Calculated	Withdrawal		
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress		
TR	Not Calculated	Transfer Credit		

\* Not used in Allied Health Programs.

\*\* Due to programmatic accrediting agency requirements, students in Allied Health programs require a higher percentage grade to pass. For Nursing program, below 75% is a failing grade. All other Allied Health Programs, F (failing) is 69-0%.

\*\*\* If the required linear externship/internship hours are not completed within one term, the student will receive an IP (In Progress) grade and a zero credit Externship/Internship Extension course will be scheduled in the following term. Once the required hours are completed, the student's grade will be entered in both courses.

Applies To All Courses	
Course Repeat Codes	
1	Student must Repeat This Class
R	Student in the Process of Repeating This Class
2	Course Repeated - Original Grade No Longer Calculated in CGPA

Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation			
Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Y	Y	Y
B	Y	Y	Y
C	Y	Y	Y
D	Y	Y	Y
F or Fail	Y	Y	N
P or Pass	N	Y	Y
IP	N	Y	N
L	N	N	N
EL	N	Y	Y
PE	N	Y	Y
PF	N	N	N
PP	N	N	N
W	N	Y	N
WZ	N	Y	N
TR	N	Y	Y

### GPA AND CGPA CALCULATIONS

- The Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at Everest
- The GPA for each term is calculated by dividing the quality point earned that term by the total cumulative credit hour for the GPA.
- The CGPA is calculated by dividing the total cumulative quality point earned by the total cumulative credits attempted for the GPA.
- The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course.
- A grade average percentage is calculated for students receiving percentage grades.
- The GPA equivalent of the calculated average is given in the table above.

### STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor and federal regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory academic progress is measured by:

- The student's cumulative grade point average (CGPA)
- The student's rate of progress toward completion (ROP)
- The maximum time frame allowed to complete which is 150% of total number of credits in the program of study (MTF)

### EVALUATION PERIODS FOR SAP

Satisfactory academic progress is measured for all students at the end of each grading period (i.e., at the end of each term, module, phase, level, quarter and payment period).

### RATE OF PROGRESS TOWARD COMPLETION

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by

the number of credit hours attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses.

### MAXIMUM TIME FRAME TO COMPLETE

The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. A student is not allowed to attempt more than 1.5 times or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

### SATISFACTORY ACADEMIC PROGRESS TABLES

47 Quarter Credit Hour Program. Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.4	66.66%	60%
43-48	2.0	1.7	66.66%	63%
49-70	N/A	2.0	N/A	66.66%

48 Quarter Credit Hour Program. Total credits that may be attempted: 72 (150% of 48).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-12	2.0	N/A	66.66%	N/A
13-24	2.0	1.0	66.66%	25%
25-48	2.0	1.8	66.66%	63%
49-72	N/A	2.0	N/A	66.66%

96.0, 97.0, and 98.0 Quarter Credit Hour Program. Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-24	2.0	N/A	66.66%	N/A
25-36	2.0	0.25	66.66%	10%
37-48	2.0	0.5	66.66%	20%
49-60	2.0	1.1	66.66%	30%
61-72	2.0	1.5	66.66%	40%
73-84	2.0	1.8	66.66%	50%
85-96	2.0	2.0	66.66%	55%
97-108	2.0	2.0	66.66%	60%
109-120	2.0	2.0	66.66%	63%
121-144	N/A	2.0	N/A	66.66%

192 Quarter Credit Hour Program. Total credits that may be attempted: 288 (150% of 192).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-24	2.0	N/A	66.66%	N/A
25-36	2.0	0.25	66.66%	10%
37-48	2.0	0.5	66.66%	20%
49-60	2.0	1.1	66.66%	30%
61-72	2.0	1.5	66.66%	40%
73-84	2.0	1.8	66.66%	50%
85-96	2.0	2.0	66.66%	55%
97-108	2.0	2.0	66.66%	60%
109-120	2.0	2.0	66.66%	63%
121-288	N/A	2.0	N/A	66.66%

201 Quarter Credit Hour Program. Total credits that may be attempted: 301 (150% of 201).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-24	2.0	N/A	66.66%	N/A
25-36	2.0	0.25	66.66%	10%
37-48	2.0	0.5	66.66%	20%
49-60	2.0	1.1	66.66%	30%
61-72	2.0	1.5	66.66%	40%
73-84	2.0	1.8	66.66%	50%
85-96	2.0	2.0	66.66%	55%
97-108	2.0	2.0	66.66%	60%
109-120	2.0	2.0	66.66%	63%
121-301	N/A	2.0	N/A	66.66%

### APPLICATION OF GRADES AND CREDITS TO SAP

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress.
- Courses with grades of P, EL and PE are not included in the CGPA calculation but do count as credit hours successfully completed for the rate of progress calculation.
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed. Grades of IP will also be counted as hours attempted but not as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.
- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.

### ACADEMIC AND FINANCIAL AID WARNING

SAP is evaluated at the end of each term and all students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog are determined to have not met satisfactory academic progress. Students not meeting SAP and with a previous SAP Not Met status will be issued a Financial Aid Warning and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

### ACADEMIC AND FINANCIAL AID PROBATION

At the end of any evaluation period, when students fall below the required academic progress standards (CGPA and/or ROP) for their program, students shall receive written notification, must complete an appeal and, if approved, will be placed on Academic and Financial Aid (FA) probation. While on FA probation, students must adhere to an Academic Progress Plan. Probation will begin at the start of the next evaluation period. When both the CGPA and ROP are above the probation ranges, students are removed from probation.

During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as a condition of their probation. Academic advising shall be documented on an Academic Progress Plan and shall be kept in the students' academic file.

## **NOTIFICATION OF ACADEMIC AND FINANCIAL AID PROBATION**

The Academic Dean/Director of Education (or designee) must provide written notice of probationary status to all students placed on academic and financial aid probation. The following timelines apply for all students:

- For programs with an Add/Drop period;
  - Students must be notified in writing by the end of the add/drop period of the probationary term; and
  - Must receive academic advising within thirty (30) days from the start date of the probationary term.
- For programs without an Add/Drop period:
  - Students must be notified in writing by the end of the first week of the probationary term (quarter, module and/or phase); and
  - Must receive academic advising by the end of the second week of the probationary term.

## **ACADEMIC APPEALS**

Students who successfully appeal probation are considered to be making SAP and may remain in school under the following conditions:

- It is mathematically possible for the student to complete the program within the maximum time frame with the required CGPA
- The student must be placed on probation and monitored under an Academic Progress Plan
- The student must demonstrate improvement in their CGPA and/or ROP as stated in their Academic Progress Plan at the end of each subsequent evaluation period

Appeals will only be granted for the following reasons:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

Appeals must include a detailed statement of the reason why the student failed to make satisfactory academic progress, and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation period. Examples of documentation needed to appeal Satisfactory Academic Progress may include the following: death certificate, doctor's note, law enforcement report, loss of employment confirmation, etc.

## **DISMISSAL**

Students who have violated Academic and Financial Aid Probation and have been dismissed from a program are not eligible for readmission to that program if the student has exceeded or may exceed the maximum time frame of completion until they reestablish appropriate Satisfactory Academic Progress standing. Students who have reached the maximum time frame for their program must be withdrawn from the program. There is no appeal for this type of withdrawal.

## **RETAKEING PASSED COURSEWORK**

Students may repeat coursework as long as such coursework does not include more than a single repetition of a previously passed course. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

## **RETAKEING FAILED COURSEWORK**

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

## **ATTENDANCE POLICY**

### **NURSING PROGRAM ATTENDANCE POLICY**

- The program encompasses 2820 clock hours. Students are expected to schedule any appointments after school hours.
- Students who are absent from the classroom have the responsibility to acquire information that was covered during that class time.
- Students cannot miss more than 6 clinical days for the entire program.
- Students cannot miss more than 2 clinical days per quarter.



- After 2 absences in one quarter the student will be placed on clinical probation until the end of that quarter. While on probation the student must maintain perfect attendance.
- If the student does not have perfect attendance while on probation they will be dismissed from the program. The student can go before the Appeals Board if they wish to return to the program.
- All missed clinical time must be made up.

### **ESTABLISHING ATTENDANCE / VERIFYING ENROLLMENT**

- For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.
- In programs without an add/drop period, students registered for a class shall attend by the second scheduled class session, or be withdrawn.

### **MONITORING STUDENT ATTENDANCE**

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the total program hours (minus externship hours) in modular programs and total course hours in a term for quarter based programs (the "Percentage Absence Rule").

### **CONSECUTIVE ABSENCE RULE**

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty shall notify the Academic Dean/Director of Education.

For linear programs, the consecutive absence rule is applied to days missed in a single term. For modular programs, the consecutive absence rule is applied to days missed in the total program.

### **PERCENTAGE ABSENCE RULE (MODULAR PROGRAMS)**

For students who **have not** previously violated the attendance policy, the following rule shall apply:

Percentage	Action Taken
15% of the total classroom hours missed	Attendance warning letter sent
20% of the total classroom hours missed	Withdrawn from the module and dismissed from school

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the remaining classroom hours missed	Attendance warning letter sent
20% of the remaining classroom hours missed	Withdrawn from the module and dismissed from school

### **PERCENTAGE ABSENCE RULE (LINEAR PROGRAMS)**

For students who **have not** previously violated the attendance policy, the following rule shall apply:

Percentage	Action Taken
25% of the total hours for all courses in a term	Attendance warning letter sent
40% of the total hours for all courses in a term	Withdrawn from all courses and dismissed from school

### **DATE OF WITHDRAWAL**

- When a student is withdrawn for consecutive absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA).
- The LDA is the date that shall be reported on the Student Status Confirmation Report (SSCR).
- When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation.

Note: The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

### **DATE OF DETERMINATION (DOD)**

The Date of Determination (DOD) is the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund. The DOD is the **earliest** of the following three (3) dates:

- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy;

- No later than the 14th calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

## **ATTENDANCE RECORDS**

The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five (5) calendar days following the end of a session. Without an appeal, after the 14th calendar day following the end of the term/module, the computer attendance database shall be considered final.

## **LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)**

Everest permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean/Director of Education.

Note: Everest does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily should see the Academic Dean/Director of Education.

## **RE-ADMISSION FOLLOWING A LEAVE OF ABSENCE**

- Upon return from leave, the student will be required to repeat the module, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module from which the student took leave or for re-entry from the leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

## **EXTENSION OF LOA**

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Academic Dean/Director of Education provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave.
- Appropriate modules required for completion of the program will be available to the student on the date of return.

If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

## **FAILURE TO RETURN FROM A LEAVE OF ABSENCE**

A student who fails to return from a LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the refund policy. As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy.

## **POSSIBLE EFFECTS OF LEAVE OF ABSENCE**

Students who are contemplating a LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry;
- They may have to wait for the appropriate module to be offered;
- Financial aid may be affected.

When a student returns from a LOA and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation, and the original grade is not counted in the CGPA calculation.

## **WITHDRAWAL PROCEDURES**

- Students who intend to withdraw from school are requested to notify the Academic Dean/Director of Education by telephone, in person, by email or in writing to provide official notification of their intent to withdraw and the date of withdrawal.
- Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he/she attended as well as ensuring a timely return of federal funds and any other refunds that may be due.
- Students requesting a withdrawal from school must complete a financial aid exit interview.
- Students who have withdrawn from school may contact the school's Education Department about reentry.

## **MAKE-UP WORK**

At the instructor's discretion, make-up work may be provided to students who have missed class assignments or tests. Make-up work must be completed within ten (10) calendar days after the end of the term/module.

## **EXTERNSHIP TRAINING**

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program. For some Allied Health programs, externship must be successfully completed within three months from the date students begin their externship. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students who do not start their externship for more than 14 calendar days (excluding holidays and regularly scheduled breaks) may be dropped from the program. Students who do not complete their externship training within the required completion period may be dropped from the program.

## **REQUIREMENTS FOR GRADUATION**

- Successfully complete all courses in the program with a 2.0 cumulative grade point average within the maximum time frame for completion as stated in the school catalog.
- Successfully complete all externship requirements (if applicable).
- Meet any additional program-specific requirements as stated in the catalog.

Commencement exercises are held at least once a year. Upon graduation, all students who are current with their financial obligation to the school shall receive their diploma.

## **VETERAN'S EDUCATION BENEFITS**

### **PRIOR CREDIT FOR VETERANS' AFFAIRS (VA) BENEFICIARIES**

Upon enrollment, Everest will request and obtain official written records of all previous education and experience (including military education and training), grant credit where appropriate, notify the student and shorten the program certified accordingly.

### **RETROACTIVE VETERANS' BENEFITS**

Veterans' benefits can be paid for enrollments up to one year before VA receives a student's application. Schools may certify students retroactively for enrollment periods not previously certified. VA will determine the date of eligibility and the beginning date from which benefits can be paid.

### **ATTENDANCE REQUIREMENTS FOR VETERAN STUDENTS**

VA requires that it be notified when a veteran student receives any type of probation or warning related to failure to attend. Such notification may result in the termination of veteran benefits.

### **VETERANS' LEAVE OF ABSENCE (MODULAR PROGRAMS ONLY)**

A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. VA will be notified immediately when a veteran student is granted leave.

### **MAKE-UP ASSIGNMENTS**

Make-up work and assignments may not be certified for veteran students for VA pay purposes.

### **MAXIMUM TIMEFRAME FOR VETERAN STUDENTS**

Students funded by the VA must complete their programs within the program's standard timeframe to receive veteran benefits.

## **SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS RECEIVING VA BENEFITS**

- Veteran students are subject to the Satisfactory Academic Progress Policy and may be placed on academic probation or dismissed for failing to make satisfactory academic progress.
- At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status.
- A veteran who fails to make satisfactory academic progress status after two consecutive periods of academic probation must be reported to the VA and may have their benefits terminated.

## **VETERANS REINSTATEMENT AFTER SUCCESSFUL APPEAL OF TERMINATION**

A student who successfully appeals termination due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory progress to remain in school. The VA will determine whether or not to resume payments of education benefits to a reinstated student.

## **APPEALS POLICY**

### **STUDENT ACADEMIC APPEALS POLICY**

Academic appeals include those appeals related to Satisfactory Academic Progress violations, final grades, attendance violations, and academic or financial aid eligibility. In all instances, with the exception of SAP, Everest expects that initially every attempt will be made to resolve such disputes informally through discussions by all relevant parties prior to initiating formal appeals.

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Academic Dean/Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision:

- Notice of final grades:
  - Modular - the date the grade(s) are mailed from the school
  - Linear - first day of the subsequent term
- Notice of Attendance violation is the date of the violation
- Notice of SAP violation (FA probation or FA dismissal)
  - Modular - the date of the probation/dismissal letter
  - Linear - first day of the subsequent term

The appeal must include:

- The specific academic decision at issue
- The date of the decision
- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Upon receipt of the Academic Appeal Form, the Academic Dean/Director of Education shall convene an Appeal Committee. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system within one (1) calendar day of the date of the decision. The decision of the Appeal Committee is final, and no further appeals are permitted.

Note: When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

### **ASSIGNMENT/ TEST GRADES**

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Director/Department Chair. Only final course grades are eligible for appeal.

## **FINAL COURSE GRADES**

In modular programs, appeals of final course grades must be made by the fifth (5<sup>th</sup>) calendar day after the date the grades are mailed from the school. In linear programs, appeals of final course grades must be made by the sixth (6<sup>th</sup>) calendar day of the subsequent term. The Academic Dean/Director of Education may direct a grade to be changed when it is determined by an Appeal Committee that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale
2. Standards unreasonably different from those that were applied to other students
3. A substantial, unreasonable, or unannounced departure from previously articulated standards
4. The result of a clear and material mistake in calculating or recording grades or academic progress

## **ATTENDANCE VIOLATIONS**

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Attend school:
  - The next scheduled class period (Consecutive Absence Rule violations)
  - Within five (5) calendar days of the violation (Percentage Absence Rule violations)
2. Have perfect attendance while the appeal is pending
3. Submit a written plan to improve attendance with the Appeal Form

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

## **SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS**

In modular program, SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. In linear programs, SAP appeals must be made by the sixth (6<sup>th</sup>) calendar day of the subsequent term.

Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program and that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

Note: Examples of documentation needed to appeal Satisfactory Academic Progress may include the following: death certificate, medical doctor's note, law enforcement report, loss of employment confirmation, etc.

Additionally, appeals must include a detailed statement of the reason why the student failed to make Satisfactory Academic Progress, and what has changed in the student's situation that will allow the student to demonstrate Satisfactory Academic Progress at the next evaluation period.

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Progress Plan in conjunction with their advisor and place the student on FA probation.

## **FINANCIAL INFORMATION**

### **STATEMENT OF FINANCIAL OBLIGATION**

A student who has applied, is accepted, and has begun classes at Everest assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. A student who is enrolled and has made payments in full or completed other financial arrangements and is current with those obligations, is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the Career Services Office.

Any student who is delinquent in a financial obligation to the school, or any educational financial obligation to any third party, including damage to school property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the school. Everest may, in its sole discretion, take disciplinary action on this basis, including suspension or termination of enrollment.

## **TUITION AND FEES**

Tuition and fee information can be found in "Appendix B: Tuition and Fees" in this catalog. Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, the student is charged for tuition by academic year, instead of by quarter.

Quarter-based programs will be charged for the student's first quarter (or mini-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter. The minimum full-time course load is 12 credits per quarter. All part-time students must receive a written approval from the President prior to registration. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rate, including any courses being repeated. The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the Add/Drop period by the then current tuition rate for that number of credit hours.

The Enrollment Agreement obligates the student and the School for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this school catalog.

Student may make payments by cash or by the following accepted credit cards: Visa, MasterCard or Discover.

## **ADDITIONAL FEES AND EXPENSES**

Charges for textbooks, uniforms and equipment are separate from tuition. The institution does not charge for books, uniforms and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils are to be furnished by the students.

## **VOLUNTARY PREPAYMENT PLAN**

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Student Finance Office.

## **BUYER'S RIGHT TO CANCEL**

The applicant's signature on the Enrollment Agreement does not constitute admission into The School until the student has been accepted for admission by an official of The School. If the applicant is not accepted by The School, all monies paid will be refunded. The applicant may also request cancellation in writing after signing the Enrollment Agreement and receive a full refund of all monies paid, if the written request is made by midnight of the third business day following the signing of the Enrollment Agreement. Applicants who have not visited The School prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of The School facilities and inspection of equipment where training and services are provided.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or Campus President at the address shown on the Enrollment Agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

## **OFFICIAL WITHDRAWALS**

An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

**Quarter-based Programs:** After the cancellation period, students in quarter-based programs who officially withdraw from The School prior to the end of The School's official add/drop period will be dropped from enrollment, and all monies paid will be refunded.

**Modular Programs:** Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days (or for weekend classes within seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded.

## **DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)**

The date of withdrawal, for purposes of calculating a refund, is the student's last date of attendance. The date of determination is the earlier of the date the student officially withdraws or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date

of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

## **FEDERAL FINANCIAL AID RETURN POLICY**

### **STUDENT FINANCIAL AID (SFA)**

The School is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs). The School is required to determine earned and unearned portions of Title IV aid for students who cancel, withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

### **RETURN OF TITLE IV FUNDS CALCULATION AND POLICY**

The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

The School must return the Title IV funds for which it is responsible in the following order:

1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Federal Perkins loans
4. Direct PLUS loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competitiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, The School must still perform a Return calculation. If the student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 180 days of the DOD.

After a Return calculation has been made and a state/institutional refund policy, if applicable, has been applied, any resulting credit balance (i.e. earned Title IV funds exceed institutional charges) must be paid within 14 days from the date that The School performs the Return calculation and will be paid in one of the following manners:

1. Pay authorized charges at the institution;
2. With the student's permission, reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);
3. Return to the student.

Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes. If a student earned less aid than was disbursed, The School would be required to return a portion of the funds and the student would be required to return a portion of the funds.

### **RETURN OF UNEARNED TITLE IV FUNDS**

The School must return the lesser of:

- The amount of Title IV program funds that the student did not earn; or
- The amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than \$50.

(Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Finance Office will be

available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) is not satisfied.)

### **TIMEFRAME WITHIN WHICH INSTITUTION IS TO RETURN UNEARNED TITLE IV FUNDS**

The School must return the amount of unearned Title IV funds for which it is responsible within 45 days after the DOD.

### **EFFECT OF LEAVES OF ABSENCE ON RETURNS**

If a student does not return from an approved leave of absence on the date indicated on the written request, the withdrawal date is the student's last day of attendance. For more information, see the Leave of Absence section in The School catalog.

### **REFUND POLICY**

#### **INSTITUTIONAL PRO RATA REFUND CALCULATION AND POLICY**

When a student withdraws, The School must determine how much of the tuition and fees it is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid Return Policy and Return calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e. the student incurred more charges than he/she earned Title IV funds) to The School.

The School will perform a Pro Rata Refund calculation for students who terminate their training before completing the period of enrollment. Under the Pro Rata Refund calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of calendar days in the period of enrollment into the calendar days in the period as of the student's last date of attendance. The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step (2) is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

#### **TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY**

A student who was charged for and paid for textbooks, uniforms, or equipment may return the unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal. The School shall then refund the charges paid by the student pursuant to institutional policy. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms or new equipment within 30 days, the institution may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

### **EFFECT OF LEAVES OF ABSENCE ON REFUNDS**

If a student does not return from an approved leave of absence (when applicable) on the date indicated on the written request, monies will be refunded. The refund calculation will be based on the student's last date of attendance. The DOD is the date the student was scheduled to return.

### **TIMEFRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS**

Refunds will be issued no later than 30 days after the DOD, unless federal or state requirements provide for a shorter time period that is more favorable to the student.

### **STUDENTS CALLED TO ACTIVE MILITARY DUTY**

#### **NEWLY ADMITTED STUDENTS**

Students who are newly admitted to the school and are called to active military duty prior to the first day of class in their first term/module shall receive a full refund of all tuition and fees paid. Textbook and equipment charges shall be refunded to the student upon return of the textbooks/unused equipment to the school.



## **CONTINUING STUDENTS**

Continuing students called to active military duty are entitled to the following:

- If tuition and fees are collected in advance of the withdrawal, a strict pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service ("WZ").

## **CONTINUING MODULAR DIPLOMA STUDENTS**

Continuing modular diploma students who have completed 50% or less of their program are entitled to a full refund of tuition, fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict pro rata refund.

## **STUDENT FINANCING OPTIONS**

The school offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options available and the Financial Aid process can be obtained from the school's Student Financial Planning Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

## **FINANCIAL ASSISTANCE**

Financial assistance (aid) in the form of grants and loans is available to eligible applicants who have the ability and desire to benefit from the specialized program/training offered at the school.

## **STUDENT ELIGIBILITY**

To receive financial assistance, you must have the following:

1. Usually, have financial need
2. Be a U.S. citizen or eligible noncitizen
3. Have a social security number
4. If male, be registered with the Selective Service
5. If currently attending school, be making satisfactory academic progress
6. Be enrolled as a regular student in any of the school's eligible programs
7. Not be in default on any federally-guaranteed loan

## **FEDERAL FINANCIAL AID PROGRAMS**

The following is a description of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the school's Student Financial Planning Brochure, the school's Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct Stafford Loans (DL)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

## **ALTERNATIVE LOAN PROGRAMS**

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable and easy to use.

- There are alternative loans provided by private lenders.
- The interest rate is variable and the loan approved and origination fees are based on credit.
- Repayment terms may vary based on lender programs.
- Student may apply on their own or with a co-borrower.

Please see one of the Student Finance Planners for further information.

## GRANTS AND SCHOLARSHIPS

### WORKFORCE SCHOLARSHIPS AND GRANTS, INCLUDING YOUTH, ADULT AND DISPLACED WORKERS

This campus is recognized by many public and non-profit organizations as an approved institution to support state and local workforce education and employment initiatives. As educational benefit programs become available, the campus seeks eligibility with the funding organizations. Therefore, if you are unemployed, under employed, or otherwise eligible youth or adult, you may qualify for various workforce educational benefit programs. Eligibility criteria for workforce educational assistance and benefits available vary by state, community and school, so check with the funding organization to see whether you qualify.

### ACADEMIC DEAN RECOGNITION SCHOLARSHIPS

#### Scholarship Criteria

- Academic Achievement
  - Full-time enrollment (12 or more credit hours) in any Everest College linear program, or enrollment in any Everest College modular program, for the quarter in which the scholarship is awarded
  - Applicant must have completed 12 credit hours for linear programs or 2 modules for modular program, with a cumulative Grade Point Average of at least 3.0 on a 4.0 scale (modular scale of 80 or above)
- Attendance Requirements
  - Student must be in attendance more than 95% of the prior grading / eligibility term
- School, Community, Leadership Activities
- Essay
  - In a one-to-three page essay, applicants must communicate why they should be considered for the scholarship as well as how they have demonstrated the spirit of Everest College.
    - Reapplications re accepted from former scholarship recipients and applicants.
    - Scholarship award will be applied towards book and tuition costs
- Scholarship package should be turned in to the Everest College Director of First Impressions (receptionist) before the end of week 2 of each quarter (Modular students should turn in their packages before the end of week 1 of each module).

### DREAM AWARD PROGRAM AND SCHOLARSHIPS

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCi-sponsored Dream Award program. Scholarship awards must be used within two years of the award and they are not transferrable nor can they be exchanged for cash.

**Campus Dream Award:** Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted from April 1 to June 30 each year. Selection of the nominee is based on a review of recent graduates within the past three years by the Campus Selection Committee. The selected nominee should be a graduate whose life story could have gone in any direction, but whose decision to attend a CCi school was a turning point for them. The selected nominee should be an inspiration and motivation to other students. Each Campus Dream Award recipient will receive:

1. A scholarship worth \$2,500 that may be used at any CCi campus for training that is more advanced than the one from which the nominee has graduated, and
2. A trophy.

**Corinthian Dream Award:** Following the close of the nomination period for the Campus Dream Award, the Corinthian Dream Award recipient will be selected from the campus nominees by the Corinthian Colleges Selection Committee, composed of the Executive Management Team of CCi. The award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the October CCi Presidents Meeting. The award will include:

1. A full scholarship that may be used at any CCi campus for training that is more advanced than the program from which the recipient has graduated,
2. An all expenses paid trip to the October Presidents Meeting,
3. A trophy,
4. A letter of recognition from the CCi CEO and COO, and
5. A nomination to the Association of Private Sector Colleges and Universities (APSCU) Great Award.

Additional information regarding this award and scholarship program may be requested from the Campus President.

### IMAGINE AMERICA SCHOLARSHIP

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C.

Under this scholarship program three \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to three graduating high school seniors from that school.

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one Imagine America scholarship.

Imagine America scholarship certificates are to be given to the Student Finance Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until October 31, of the year in which they are awarded. The scholarship cannot be used in conjunction with any of the other two types of scholarships offered by the campus.

## MILITARY SCHOLARSHIPS

As a sign of appreciation to our friends in uniform and their families, the following are eligible to apply for the Military Scholarship: military personnel serving in the Armed Forces, which include the U.S. Army, Navy, Marines, Air Force, Activated Guard/Reserve and U.S. Coast Guard, military spouses of active military personnel serving in the Armed Forces, veterans using Veterans Affairs (“VA”) education benefits, and spouses or other dependents using VA education benefits.

The Scholarship includes a quarterly tuition stipend applied as a credit to the student's account and no cash payments will be awarded to the student. Scholarship funds are set at the beginning of each fiscal year and are awarded on a continuing basis until funds for the fiscal year are depleted. Scholarship awards may not exceed 50% of tuition charged for the term. The scholarship is non-transferrable and non-substitutable and cannot be combined with any other program. The scholarship or program with the greatest benefit to the student will be applied. Applications may be requested from the Admissions Office.

**Eligibility:** Applicants must meet entrance requirements for their program of study. Applicants must meet the eligibility requirements listed above and provide proof of eligibility by submitting a copy of official military documentation with their application. Proof of eligibility includes valid military identification card, Leave and Earnings Statement, DD214, Certificate of Eligibility. The scholarship may be renewed from quarter-to-quarter so long as the recipient continues to meet the eligibility requirements, remains enrolled, maintains satisfactory academic progress, and maintains a 2.50 cumulative grade point average.

### Payment Schedule:

Member Status	Military Scholarship Amount
<b>U.S. Military Service Member</b> – Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard or Activated Reservist	50% of tuition
<b>Veteran</b> – veteran using VA or other military education benefits	10% of tuition
<b>Military Spouse</b> – spouse of active-duty military personnel serving in the Armed Forces	10% of tuition
<b>Military spouse or dependent</b> – spouse or dependent using military education benefits	10% of tuition
<b>Other</b> – service member, veteran or family member not listed above and using military education benefits	10% of tuition

## ADMINISTRATIVE POLICIES

### STATEMENT OF NON-DISCRIMINATION

Everest does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, veteran or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. In compliance with the Americans with Disabilities Act of 1990, as amended, Everest provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

### CODE OF STUDENT CONDUCT

The Code of Student Conduct applies at all times to all students. As used in this Code, a student is any individual who has been accepted or is enrolled in school. Student status lasts until an individual graduates, is withdrawn, or is otherwise not in attendance for more than 180 consecutive calendar days.

Everest seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All schools should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students must be protected at all times.

To this end, this Code sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the school, the deviation(s) significantly prejudice the student. The School President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

### **CONDUCT AFFECTING THE SAFETY OF THE CAMPUS COMMUNITY**

Everest reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The School President (or designee) may immediately suspend any student whose conduct threatens the health and/or safety of any person(s) or property. The suspension shall remain in effect until the matter is resolved through the disciplinary process. Such conduct includes, but is not limited to:

- Possessing alcohol or other intoxicants, drugs, firearms, explosives, weapons, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of school, or another's property
- Harassment or intimidation of others
- Endangerment, assault, or infliction of physical harm

### **OTHER PROHIBITED CONDUCT**

Additionally, disciplinary action may be initiated against any student(s) based upon reasonable suspicion of attempting to commit, or assisting in the commission of any of the following prohibited forms of conduct:

- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, falsification, alteration or misuse of documents, funds, or property
- Any disruptive or obstructive actions, including:
  - The use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
  - The inappropriate use of electronic or other devices to make an audio, video, or photographic record of any person while on school premises without his/her prior knowledge or effective consent
- Failure to comply with school policies or directives
- Any other action(s) that interfere with the learning environment or the rights of others
- Violations of local, state, provincial, or federal law

Note: This list is not exhaustive, but rather offers examples of unacceptable behavior which may result in disciplinary action.

### **LIMITATIONS ON STUDENTS WITH PENDING DISCIPLINARY MATTERS**

Any student with a pending disciplinary matter shall not be allowed to:

- Enroll or attend classes at another Corinthian Colleges Inc. (CCi) school;
- Graduate or participate in graduation ceremonies; or
- Engage in any other activities proscribed by the School President.

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission to any CCi school prior to resolving the outstanding disciplinary issue.

### **INQUIRY BY THE SCHOOL PRESIDENT**

If the School President (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the School President (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the School President (or designee) determines that a violation has not occurred, no further action shall be taken.

### **CONDUCT WHICH DOES NOT WARRANT A SUSPENSION OR DISMISSAL**

If the School President (or designee), in his or her sole discretion, determines that the student's behavior may have violated this Code but does not warrant a suspension or dismissal, the School President (or designee) shall promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

### **CONDUCT WHICH WARRANTS A SUSPENSION OR DISMISSAL**

If the School President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the School President (or designee) shall promptly provide the student with a written notice of the following:

- The conduct for which the sanction is being imposed;
- The specific sanction being imposed; and
- The right to appeal if a written request is filed by the student within (5) calendar days of the date of the written notice.

### **ALCOHOL AND SUBSTANCE ABUSE STATEMENT**

Everest does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students. Possession of these substances on campus is cause for dismissal.

### **STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY**

IT resources may only be used for legitimate purposes, and may not be used for any other purpose which is illegal, unethical, dishonest, damaging to the reputation of the school, or likely to subject the school to liability. Impermissible uses include, but are not limited to:

- Harassment;
- Libel or slander;
- Fraud or misrepresentation;
- Any use that violates local, state/provincial, or federal law and regulation;
- Disruption or unauthorized monitoring of electronic communications;
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software;
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
- Violations of licensing agreements;
- Accessing another person's account without permission;
- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software;
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization;
- Providing information about or lists of CCI users or students to parties outside CCI without expressed written permission;
- Downloading or storing company or student private information on portable computers or mobile storage devices;
- Making computing resources available to any person or entity not affiliated with the school;
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material;
- Academic dishonesty as defined in the Code of Student Code;
- Use of CCI logos, trademarks, or copyrights without prior approval;
- Use for private business or commercial purposes.

### **COPYRIGHT POLICY**

It is the intention of Everest to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to sanctions under the Code of Student Conduct. Additionally, a person found to have committed a copyright violation may be liable for up to \$150,000 for each separate act of infringement, and may be subject to criminal prosecution. A person may be held liable even if he or she was unaware that they were violating the law.

### **SEXUAL HARASSMENT POLICY**

Everest strives to provide and maintain an environment free of all forms of harassment. Behavior toward any student by a member of the staff, faculty, or student body that constitutes unwelcome sexual advances will be dealt with quickly and vigorously and will result in disciplinary action up to and including dismissal. Any student who believes that he or she is a victim of sexual harassment should immediately notify the office of the School President. The School President will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

### **SANCTIONS**

Sanctions should be commensurate with the nature of the student's conduct. All sanctions imposed should be designed to discourage the student from engaging in future misconduct and whenever possible should draw upon educational resources to bring about a lasting and reasoned change in behavior.

**Suspension** – A sanction by which the student is not allowed to attend class for a specific period of time. Satisfactory completion of certain conditions may be required prior to the student’s return at the end of the suspension period. During a period of suspension, a student shall not be admitted to any other CCI school.

Note: Student absences resulting from a suspension shall remain in the attendance record regardless of the outcome of any disciplinary investigation or the decision of the Student Conduct Committee.

**Dismissal** – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the School President. Students dismissed for violations of this Code remain responsible for any outstanding balance owed to the school.

## **APPEAL PROCESS**

Students are entitled to appeal any sanction which results in suspension or dismissal. The appeal must be in writing and filed within five (5) calendar days of the date of the written notice. If the student files a timely appeal, the School President (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the School President, the Academic Dean/Director of Education, a Program or Department Chair, the Student Services Coordinator, or a faculty member. The members of the Committee shall select a Chair. If the alleged violation involves allegations of sexual misconduct committed against faculty or staff, the Committee must include a representative from Corporate or Division Human Resources.

The Committee Chair shall timely schedule a hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:

- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

Attendance at the hearing is limited to those directly involved or those requested to appear. Hearings are not open to the public and are not recorded.

The Student Conduct Committee shall:

- Provide the student a full and reasonable opportunity to explain his/her conduct
- Invite relevant witnesses to testify or submit signed statements
- Reach a decision based upon the information submitted prior to the hearing and the testimony and information of the student and witnesses at the hearing
- If the student does not appear, or elects not to appear, the Committee may proceed in the student’s absence and the decision will have the same force and effect as if the student had been present

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:

- Affirm the finding and sanction imposed by the School President (or designee)
- Affirm the finding and modify the sanction. Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter. A matter may be dismissed only if the original finding is found to be arbitrary and capricious

The decision of the Student Conduct Committee is final, and no further appeal is permitted.

## **RECORD OF DISCIPLINARY MATTER**

All disciplinary files shall be kept separate from the student academic files until resolved. Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student’s academic file and considered “education records” as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA).

When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement authorities for investigation and prosecution. Additionally, disciplinary records may be reported to third parties as applicable (e.g. Veteran’s Administration).

## **STUDENT COMPLAINT PROCEDURE**

Complaints are defined as any student concern regarding school programs, services, or staff not addressed by other school policies. Students have the right to file a complaint with the school at any time. Students are encouraged to first attempt to informally resolve their complaint with the instructor or staff member in the department most directly connected with their complaint. Students who are unable to resolve their complaint informally should submit their complaint in writing to the School President. The President will meet with the student to discuss the complaint and provide the student with a written response within seven (7) calendar days of the meeting. Students who are not satisfied with the response of the President may contact the Student Help Line at (800) 874-0255 or email at [studentservices@cci.edu](mailto:studentservices@cci.edu).

If a student feels that the School has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the School for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's Complaint Form is available at the School and may be obtained by contacting the School President. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools  
750 First Street, N.E., Suite 980  
Washington, DC 20002-4223  
(202) 336-6780

Students may also contact and file a complaint with the state's agency and the state's Attorney General's office at the following mailing addresses:

Utah Division of Consumer Protection  
Attention: Complaint Processor  
Heber M. Wells Building, 2nd Floor  
160 East 300 South  
PO Box 146704  
Salt Lake City, UT 84114-6704  
Ph: (801) 530-6601  
Fax: (801) 530-6001  
E-mail: [consumerprotection@utah.gov](mailto:consumerprotection@utah.gov)  
Website: [www.consumerprotection.utah.gov](http://www.consumerprotection.utah.gov)

Office of the Attorney General  
Utah State Capitol Complex  
350 North State Street, Ste. 230  
PO Box 142320  
Salt Lake City, UT 84114-2320  
Ph: (801) 366-0260  
Toll Free: (800) 244-4636  
FAX: (801) 538-1121  
E-Mail: [uag@utah.gov](mailto:uag@utah.gov)  
Website: <http://attorneygeneral.utah.gov>

## **DRESS CODE**

Students must adhere to the campus dress code standards and are expected to dress in a manner that would not be construed as detrimental to the student body, the educational process or wear any clothing which has expressed or implied offensive symbols or language. Students should always be cognizant of the first impression of proper dress code and grooming, and note that Everest promotes a business atmosphere where instructors and guests are professionals and potential employers. In addition, students may be required to wear uniforms that present a professional appearance.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor or collection agent); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

From time to time the institution publishes communications, such as graduation and honor roll lists, that include students' names and programs of study. A student who wishes not to be included should put that request in writing to the Registrar.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

## **TRANSCRIPTS**

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Everest maintains complete records for each student, including grades, attendance, prior education and training, and awards received.

Student academic transcripts are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation to the school. Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

## **CAMPUS SECURITY AND CRIME AWARENESS POLICIES**

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, Everest has established policies regarding campus security.

Everest strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

Everest encourages all students to report criminal incidents or other emergencies, which occur on the campus directly to the Campus President, student advisor or instructor. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. Everest will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the school for a minimum of three years after the incident.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: <http://www.fbi.gov/hq/cid/cac/registry.htm>.



## **DRUG AWARENESS**

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31<sup>st</sup> of each calendar year they are enrolled. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

Everest prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Academic Dean/Director of Education or Campus President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified. In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment is subject to successful completion of any prescribed counseling or treatment program.

## **STATISTICAL INFORMATION**

Everest is required to report to students the occurrence of various criminal offenses on an annual basis. On or before October 1<sup>st</sup> of each year, the school will distribute a security report to students containing the required statistical information on campus crimes committed during the previous three years. A copy of this report is available to prospective students upon request.

## **CAMPUS COMPLETION RATE REPORTS**

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), Everest is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). Everest is required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request.

# **STUDENT SERVICES**

## **ORIENTATION**

New students participate in an orientation program prior to beginning classes. This program is designed to acquaint students with the policies of the school and introduce them to staff and faculty members who will play an important part in the students' academic progress.

## **HEALTH SERVICES**

Everest does not provide health services.

## **HOUSING**

Everest does not provide on-campus housing; however, it does assist students in locating suitable housing off campus. For a list of available housing, students should contact the Student Services Department.

## **STUDENT ADVISING**

Academic advising is coordinated by the Academic Dean/Director of Education and includes satisfactory academic progress, attendance, and personal matters. The Registrar and Academic Program Directors serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

## **EVEREST CARE PROGRAM**

The Everest CARE Student Assistance program is a free personal-support program for our students and their families. This program provides enrolled students direct and confidential access to professional counseling. For more information, please visit the website <http://www.everestcares.com> or call (888) 852-6238.

## **PLACEMENT ASSISTANCE**

Everest maintains an active Career Services Office to assist graduates in locating entry-level, educationally related career opportunities. The Career Services Office works directly with business, industry, and advisory board members to assist all students with access to the marketplace. Everest does not, in any way, guarantee employment. It is the goal of the Career Services Office to help all students realize a high degree of personal and professional development and successful employment. Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available in the Career Services Offices.

## PROGRAMS OFFERED

<b>Diploma Program</b>	
Medical Administrative Assistant	Diploma
Medical Assistant	Diploma
Medical Insurance Billing and Coding	Diploma
Pharmacy Technician	Diploma
<b>Associate of Science Degree Program</b>	
Business	Associate of Science
Criminal Justice	Associate of Science
Paralegal	Associate of Science
Surgical Technologist	Associate of Science
<b>Bachelor of Science Degree Program</b>	
Applied Management	Bachelor of Science
Computer Information Science	Bachelor of Science
Criminal Justice	Bachelor of Science
Nursing	Bachelor of Science

## DIPLOMA PROGRAMS



### MEDICAL ADMINISTRATIVE ASSISTANT

*Diploma Program*

8 months, 720 hours, 47 credit units

V 1

The objective of the Medical Administrative Assistant program is to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office. Students will learn accounting functions essential to a medical environment, set up patient records and maintain all filing and record keeping, basics of coding with CPT and ICD-9 codes, preparation and processing insurance claims, dictation and transcription, correspondence and mail processing and computerized practice management.

Module Number	Module Title	Lecture Hours	Lab Hours	Extern Hours	Total Clock Hours	Total Quarter Credits
Module A	Office Finance	40	40	0	80	6.0
Module B	Patient Processing and Assisting	40	40	0	80	6.0
Module C	Medical Insurance	40	40	0	80	6.0
Module D	Insurance Plans and Collections	40	40	0	80	6.0
Module E	Office Procedures	40	40	0	80	6.0
Module F	Patient Care and Computerized Practice Management	40	40	0	80	6.0
Module G	Dental Administrative Procedures	40	40	0	80	6.0
Module X	Medical Administrative Assistant Externship	0	0	160	160	5.0
	<b>TOTAL</b>	<b>280</b>	<b>280</b>	<b>160</b>	<b>720</b>	<b>47.0</b>

<p><b>Module A: Office Finance</b></p> <p>Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in their new job so that they can advance in their career. They also become familiar with essential medical terminology. Prerequisite: None. Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module B: Patient Processing and Assisting</b></p> <p>In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basics of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Prerequisite: None. Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module C: Medical Insurance</b></p> <p>Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office &amp; insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist their being successful in the medical field. Prerequisite: None. Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)</p>	<p><b>6.0 Quarter Credit Hours</b></p>

<p><b>Module D: Insurance Plans and Collections</b></p> <p>Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Prerequisite: None. Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module E: Office Procedures</b></p> <p>In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Prerequisite: None. Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module F: Patient Care and Computerized Practice Management</b></p> <p>Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced in this module. Students will also learn about the history of the healthcare industry and the Medical Assistant Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to learn from and how to become a mentor. Prerequisite: None. Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hours: 020, Spelling/Skillbuilding Hours: 020)</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module G: Dental Administrative Procedures</b></p> <p>Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They will discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Prerequisite: None. Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skillbuilding Hrs: 020)</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module X – Medical Administrative Assistant Externship</b></p> <p>Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Prerequisite: Completion of Modules A - G. Lec Hrs: 000 Lab Hrs: 000 Other Hrs: 160</p>	<p><b>5.0 Quarter Credit Hours</b></p>



## MEDICAL ASSISTANT

*Diploma Program*

8 months, 720 hours, 47 credit units

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In recent years, the medical assistant profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, ambulatory care providers, clinics, urgent care centers and insurance providers. The goal of the Medical Assistant diploma program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

**Note:** Medical Assistant graduates are immediately eligible to sit for the Registered Medical Assistant Examination. Candidates who pass the exam are considered Registered Medical Assistants (RMA).

Module Code	Module Title	Contact Hours	Quarter Credit Units
Module A	Patient Care and Communication	80	6.0
Module B	Clinical Assisting, Pharmacology	80	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
Module D	Cardiopulmonary and Electrocardiography	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Endocrinology and Reproduction	80	6.0
Module G	Medical Law, Ethics, and Psychology	80	6.0
Module X	Externship	160	5.0
	<b>Program Total</b>	<b>720</b>	<b>47.0</b>

Major Equipment			
Autoclave	Hematology Testing Equipment	Personal Computers	Surgical Instruments
Calculators	Mayo Stands	Sphygmomanometers	Teletrainer
Electrocardiography Machine	Microscopes	Stethoscopes	Training Mannequin
Examination Tables			

### Module A - Patient Care and Communication

**6.0 Quarter Credit Units**

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary systems, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in their new job so that they can advance in their career. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

### Module B - Clinical Assisting and Pharmacology

**6.0 Quarter Credit Units**

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well-organized cover letter, resume, and job application. Lec Hrs: 40 Lab

Hrs: 40 Other Hrs: 0	
<b>Module C - Medical Insurance, Bookkeeping, and Health Sciences</b>	<b>6.0 Quarter Credit Units</b>
<p>Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients.</p> <p>Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful in the medical field. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0</p>	
<b>Module D - Cardiopulmonary and Electrocardiography</b>	<b>6.0 Quarter Credit Units</b>
<p>Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught which enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0</p>	
<b>Module E - Laboratory Procedures</b>	<b>6.0 Quarter Credit Units</b>
<p>Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Students also study anatomy and physiology of the urinary system and the body's immunity including the structure and functions, as well as, common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0</p>	
<b>Module F - Endocrinology and Reproduction</b>	<b>6.0 Quarter Credit Units</b>
<p>Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development, and how heredity, cultural and the environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become a mentor and learn from mentoring. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0</p>	
<b>Module G - Medical Law, Ethics, and Psychology</b>	<b>6.0 Quarter Credit Units</b>
<p>Module G covers the history and science of the medical field, as well as, the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception in the medical office and preparing for the day. Students become familiar with what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0</p>	

**Module X – Externship****5.0 Quarter Credit Units**

Upon successful completion of Modules A through G, Medical Assistant students participate in a 160-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Lec Hrs: 0 Lab Hrs: 0 Other Hrs: 160



## MEDICAL INSURANCE BILLING AND CODING

*Diploma program*

8 months – 720 hours – 47 credit units

V 2

Medical Insurance Billing and Coding professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing and collection.

The objective of the Medical Insurance Billing and Coding program is to provide the student with the appropriate didactic theory and hands-on skills necessary to prepare them for entry-level positions as medical insurance billers and coders in today's health care offices, clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

The Medical Insurance Billing and Coding program is a 720 clock hour/47.0 credit unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module MEDINTRO and continuing in any sequence until all seven modules have been completed. After the MEDINTRO Introductory Module is completed, the remaining six modules stand alone as units of study. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion all modules, students participate in an externship. This consists of 160 clock hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

Completion of the Medical Insurance Billing and Coding program is acknowledged by the awarding of a diploma.

Module Code	Module Title	Contact Hours	Quarter Credit Units
MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	80	6.0
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	80	6.0
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System	80	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	80	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	80	6.0
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	80	6.0
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	80	6.0
MIBP*	Practicum –OR–	160	5.0
MIBE*	Externship		
	<b>PROGRAM TOTAL</b>	<b>720</b>	<b>47.0</b>

\*Students must complete either a Practicum or an Externship, but not both

Major Equipment	
Calculators	Personal Computer

<p><b>Module MEDINTRO - Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Insurance Coding, and Administrative Duties of Medical Personnel</b> <b>6.0 Quarter Credit Hours</b></p> <p>This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT are covered with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None. Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0</p>
<p><b>Module MIBCL – Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems</b> <b>6.0 Quarter Credit Hours</b></p> <p>This module presents a study of basic medical terminology focused on the cardiovascular system and the lymphatic system. A</p>



word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

**Module MIBGU – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System 6.0 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

**Module MIBIE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology 6.0 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

**Module MIBMS – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System 6.0 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

**Module MIBRG – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems 6.0 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

**Module MIBSN – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology 6.0 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO Lec Hrs: 40 Lab Hrs: 40 Other Hrs: 0

**Once a student has completed all modules, he or she will be placed in his or her final module of training, as chosen by**

**the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.**

**Module MIBP – Practicum**

**5.0 Quarter Credit Hours**

Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 80 and 160 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 0 Lab Hrs: 0 Other Hrs; 160

**Module MIBE – Externship**

**5.0 Quarter Credit Hours**

Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 0 Lab Hrs: 0 Other Hrs; 160



## PHARMACY TECHNICIAN

*Diploma program*

8 months – 740 hours, 48 credit units

V1

The Pharmacy Technician diploma program provides both technical and practical training which will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized and both pharmaceutical and medical terminology and anatomy and physiology, are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services. Students will also learn about HIPAA guidelines as they pertain to the Pharmacy industry.

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the college.

Module Code	Module Title	Contact Hours	Quarter Credit Hours
MODULE A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
MODULE B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
MODULE C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice	80	6.0
MODULE D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	6.0
MODULE E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80	6.0
MODULE F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	6.0
MODULE G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80	6.0
MODULE X	Clinical Externship	180	6.0
<b>PROGRAM TOTAL:</b>		<b>740</b>	<b>48.0</b>

### Module A Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems

**6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, and receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

<p><b>Module B Aspects of Retail Pharmacy and Pharmacology of the Nervous System 6.0 Quarter Credit Hours</b></p> <p>This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed.</p> <p>Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p><b>Module C History and Ethics of Pharmacy and Pharmacology of the Respiratory System &amp; Nuclear and Oncology Pharmacy Practice 6.0 Quarter Credit Hours</b></p> <p>This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p><b>Module D Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses 6.0 Quarter Credit Hours</b></p> <p>This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food &amp; drug interactions. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p><b>Module E Administrative Aspects of the Pharmacy Technician &amp; Pharmacology of the G.I. and Muscular System 6.0 Quarter Credit Hours</b></p> <p>In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p><b>Module F Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System 6.0 Quarter Credit Hours</b></p> <p>This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p><b>Module G Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System 6.0 Quarter Credit Hours</b></p> <p>This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p><b>Module X Clinical Externship 6.0 Quarter Credit Hours</b></p> <p>This 180-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 180.0.</p>

## DEGREE PROGRAMS



### **BUSINESS**

*Associate of Science Degree*

24 months, 1020 – 1030 hours, 96 credit units

V1

The Associate of Science in Business program is offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

Course Number		Course Title	Associate Degree Quarter Credit Hrs.
<b>COLLEGE CORE REQUIREMENTS</b>			
SLS	1105	Strategies for Success	4.0
CGS	2167C	Computer Applications	4.0
SLS	1321	Career Skills and Portfolio Development (previously known as Career Skills)	2.0
<b>Choose 8 credits from the following list:</b>			
OST	1141L	Keyboarding 1	2.0
MAN	2031	Let's Talk Business	2.0
OST	2335	Business Communications	4.0
LIS	2004	Introduction to Internet Research	2.0
MTB	1103	Business Math	4.0
CGS	2501	Applied Word Processing	4.0
CGS	2510C	Applied Spreadsheets	4.0
<b>TOTAL COLLEGE CORE CREDIT HOURS</b>			<b>18.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
MAN	1030	Introduction to Business Enterprise	4.0
MAN	2021	Principles of Management	4.0
BUL	2131	Applied Business Law	4.0
MAN	2300	Introduction to Human Resources	4.0
MAR	1011	Introduction to Marketing	4.0
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
<b>TOTAL ALL CONCENTRATIONS CREDIT HOURS</b>			<b>28.0</b>
<b>BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>			
FIN	1103	Introduction to Finance	4.0
MAN	2727	Strategic Planning for Business	4.0
MAR	2305	Customer Relations and Servicing	4.0
<b>Choose 2 of the following courses:</b>			
APA	2161	Introductory Cost/Managerial Accounting	4.0
SBM	2000	Small Business Management	4.0
ACG	2178	Financial Statement Analysis	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>20.0</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2017	Oral Communications*	4.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
SLS	1505	Basic Critical Thinking	2.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>30.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96.0</b>

\* Online students will take SPCP2300 Fundamentals of Interpersonal Communication



## CRIMINAL JUSTICE

Associate of Science Degree

24 months, 970 hours, 96 credit units

V 1

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security.

Course Number		Course Title	Associate's Degree Quarter Credit Hrs.
<b>COLLEGE CORE REQUIREMENTS</b>			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills and Portfolio Development (previously known as Career Skills)	2.0
CGS	2167C	Computer Applications	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>10.0</b>
<b>MAJOR CORE REQUIREMENTS</b>			
BUL	2131	Applied Business Law	4.0
CCJ	1017	Criminology	4.0
CCJ	1024	Introduction to Criminal Justice	4.0
CJL	2130	Criminal Evidence	4.0
CJL	2134	Criminal Procedure and the Constitution	4.0
CCJ	1610	Criminal Investigations	4.0
CCJ	2358	Criminal Justice Communications	4.0
CCJ	2306	Introduction to Corrections	4.0
CJE	2580	Introduction to Interviews and Interrogations	4.0
DSC	2002	Introduction to Terrorism	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>40.0</b>
<b>The students will take 12.0 credits from following courses:</b>			
CCJ	2501	Juvenile Justice	4.0
CJE	2100	Policing in America	4.0
CCJ	2288	Spanish for the Criminal Justice Professional	4.0
CCJ	2679	Introduction to Victims Advocacy	4.0
CCJ	2943	Current Issues in Criminal Justice	4.0
CJE	2670	Introduction to Forensics	4.0
CCJ	1910	Career Choices in Criminal Justice	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>12.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2017	Oral Communications	4.0
SYG	2000	Principles of Sociology	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SLS	1505	Basic Critical Thinking	2.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>34.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96.0</b>



## PARALEGAL

*Associate of Science Degree*

24 months, 1120 hours, 96 credit units

V 1

Graduates of the Paralegal program are prepared, under the direction of an attorney, to interview, gather, review and analyze factual situations; research the law; prepare and interpret legal documents; conduct day to day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies. The Paralegal program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

Course Number	Course Title	Associate's Degree Quarter Credit Hrs
<b>COLLEGE CORE REQUIREMENTS</b>		
CGS	2167C Computer Applications	4.0
SLS	1105 Strategies for Success	4.0
SLS	1321 Career Skills and Portfolio Development (previously known as Career Skills)	2.0
CGS	2501 Applied Word Processing	4.0
	<b>TOTAL QUARTER CREDIT HOURS</b>	<b>14.0</b>
<b>MAJOR CORE REQUIREMENTS</b>		
PLA	1003 Introduction to Paralegal	4.0
PLA	2363 Criminal Procedure and the Constitution	4.0
PLA	1105 Legal Research and Writing I	4.0
PLA	2106 Legal Research and Writing II	4.0
PLA	2273 Torts	4.0
PLA	2423 Contract Law	4.0
PLA	2600 Wills, Trusts, and Probate	4.0
PLA	2800 Family Law	4.0
PLA	2763 Law Office Management	4.0
PLA	2203 Civil Procedure	4.0
	<b>TOTAL QUARTER CREDIT HOURS</b>	<b>40.0</b>
<b>The student will select 8.0 credits from the following list:</b>		
PLA	2460 Bankruptcy	4.0
PLA	2930 Contemporary Issues and Law	4.0
PLA	2433 Business Organizations	4.0
PLA	2483 Introduction to Administrative Law	4.0
PLA	2610 Real Estate Law	4.0
PLA	2631 Environmental Law	4.0
	<b>TOTAL QUARTER CREDIT HOURS</b>	<b>8.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>		
ENC	1101 Composition I	4.0
ENC	1102 Composition II	4.0
SPC	2017 Oral Communications	4.0
SYG	2000 Principles of Sociology	4.0
MAT	1033 College Algebra	4.0
PSY	2012 General Psychology	4.0
SLS	1505 Basic Critical Thinking	2.0
AML	2000 Introduction to American Literature	4.0
EVS	1001 Environmental Science	4.0
	<b>TOTAL QUARTER CREDIT HOURS</b>	<b>34.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>96.0</b>





## SURGICAL TECHNOLOGIST

Associate of Science Degree

24 months - 98 credit units

V1-3

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions appropriately, and that the operative procedure is conducted under conditions that maximize patient safety.

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. The goal and objective of this 1390-hour program is preparation of the student to be a competent entry-level surgical technologist by achievement and demonstration of learning within the following three domains: cognitive (knowledge), affective (behavior) and psychomotor (skills). Students must document a total of 125 procedures in the first scrub solo role or with assist. Eighty of these procedures must be in the five core areas of General, Orthopedics, ENT, Gynecology and Genitourinary. The 45 remaining procedures will be in the specialty areas. The clinical case requirements must meet the Core Curriculum for Surgical Technology, 5th Edition. Student activities associated with the curriculum must be educational. Students will be required to complete 500 hours of clinical rotation for completion of this program. The 500 hours cannot be completed in the work place of the student or in a work setting where the student is being compensated for the hours.

Upon successful completion of the entire course of study, students are eligible to take the national certification exam, sponsored by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The NBSTSA awards certificates to those who demonstrate their theoretical and practical knowledge by passing the National Surgical Technologist Examination. Graduates who pass this exam earn the distinction of being able to work as a Certified Surgical Technologist (CST). To sit for the certification exam, the student must be a graduate of CAAHEP-ARC-STSA or ABHES approved program.

Course Number	Course Title	Associate's Degree Quarter Credit Hrs
<b>COLLEGE CORE:</b>		
CGS 2167C	Computer Applications	4.0
SLS 1105	Strategies for Success	4.0
SLS 1321	Career Skills and Portfolio Development (previously known as Career Skills)	2.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>10.0</b>
<b>MAJOR CORE REQUIREMENTS</b>		
HSC 1531	Medical Terminology	4.0
STS 1001	Principles & Practices of Surgical Technology	4.0
BSC 1085	Anatomy & Physiology I	4.0
BSC 1086	Anatomy & Physiology II	4.0
HSA 1529	Diseases of the Human Body	4.0
MCB 2010	Microbiology & Infection Control	4.0
STS 2007	Surgical Pharmacology	4.0
STS 2171C	Surgical Technology I	4.0
STS 2172C	Surgical Technology II	4.0
STS 2173C	Surgical Procedures I	6.0
STS 2174C	Surgical Procedures II	6.0
STS 2175C	Clinical Rotation I	5.0
STS 2176C	Clinical Rotation II	11.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>64.0</b>
<b>GENERAL EDUCATION REQUIREMENTS:</b>		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
EVS 1001	Environmental Science	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SPC 2017	Oral Communications	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>24.0</b>

<b>PROGRAM TOTAL</b>	<b>98.0</b>
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- This program requires clinical placement in contracted off campus sites. Sites must be identified and contracted to meet the enrollment numbers. This insures placement of the students and decreases the potential for over enrollment.
- All student activities associated with the curriculum, especially while students are completing his or her clinical rotations, will be educational in nature. Students will not be receiving any monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.



**APPLIED MANAGEMENT**  
*Bachelor of Science Degree program*  
 48 months – 192 credit units

V1

The Bachelor of Applied Management integrates the technical knowledge gained through a diploma program or applied science degree with coursework designed to prepare the student for leadership roles in their chosen field. The curriculum emphasizes the critical thinking and analytical skills necessary to solve problems in today's complex work environment. The program is open to those who have earned an approved certificate, diploma, AS, or AAS degree in a field of applied science.

Course Number		Course Title	Bachelor's Degree Quarter Credit Hrs
<b>COLLEGE CORE:</b>			
CGS	2167C	Computer Applications	4.0
MAN	2031	Let's Talk Business	2.0
<b>TOTAL COLLEGE CORE:</b>			<b>6.0</b>
<b>MAJOR CORE:</b>			
MAN	2021	Principles of Management	4.0
FIN	1103	Introduction to Finance	4.0
MAR	1011	Introduction to Marketing	4.0
SBM	2000	Small Business Management	4.0
MAN	3344	Principles of Supervision	4.0
MAN	3554	Workplace Continuity & Contingency Planning	4.0
MAN	3100	Human Relations in Management	4.0
ACG	3073	Accounting for Managers	4.0
MAN	4701	Business Ethics	4.0
MAN	4302	Management of Human Resources	4.0
MAR	3310	Public Relations	4.0
MAN	4734	Contemporary Management	4.0
MANP	4501	Applied Management Senior Capstone Experience	4.0
		Additional Major Core**	40.0
<b>TOTAL MAJOR CORE:</b>			<b>92.0</b>
<b>GENERAL EDUCATION:</b>			
SLSP	3130	Principles and Applications of Adult Learning	4.0
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2017	Oral Communications*	4.0
MAT	1033	College Algebra	4.0
SLS	1505	Basic Critical Thinking	2.0
PSY	2012	General Psychology	4.0
EVS	1001	Environmental Science	4.0
<b>General Education Electives</b>			24.0
Must include at least one course from each of the following subject areas:			
		Communications/Humanities	
		Math/Science	
		Social Science	
<b>TOTAL GENERAL EDUCATION CREDIT HOURS:</b>			<b>54.0</b>
<b>ELECTIVE REQUIREMENT**</b>			<b>40.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>192.0</b>

**General Education Requirements:** In addition to the courses specified in the General Education section of the program outline, students must complete a total of 24 credits from the following subject areas, with a minimum of 4 credits taken from each area:

- Communications/Humanities
  - may include ENCP 3211, AML 2000
- Social Sciences

- may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3007, ECO 3028
- Mathematics and Science
  - may include: STA 2014

\*Online students will replace this course with an additional General Education Elective course.

**\*\*Additional Major Core:** Credit will be applied from the student's previously completed certificate, diploma, or associates program. Students who have fewer than 40 transferable major core credits will be required to select additional courses from the business and management areas.

In the event that a student transfers more than 40 major core credits, the Elective requirement may be reduced by an equivalent number of major core credits above the 40 credit requirement. For example, a student who transfers 50 major core credits may have his/her Elective requirement reduced by 10 credits.

**Upper Division Requirement:** Students must complete a minimum of 60 quarter credit hours in upper division coursework. The major core requires 36 credits of upper division, thus the remainder may come from the General Education and Elective areas. Upon admittance to the program, the student will work with an Academic Advisor to develop an approved plan to complete all requirements for the degree within the required time limits. This plan will be periodically evaluated and updated by the student and Academic Advisor.



## COMPUTER INFORMATION SCIENCE

*Bachelor of Science Degree*

48 months – 192 credit units

V2-1

The Bachelor of Science Degree offers graduates special training in the analysis, design, implementation, maintenance, and use of computer information systems and data base systems. The program focuses on the concepts, principles, goals, functions, and management of information-driven organizations, stressing the development of computer-based applications through the use of programming languages. To ensure graduation with the minimum number of courses, BS degree students should choose the Programming concentration for their lower division studies.

Course Number	Course Title		Bachelor's Degree Quarter Credit Hrs
<b>COLLEGE CORE:</b>			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills and Portfolio Development (previously known as Career Skills)	2.0
CGS	2167C	Computer Applications	4.0
<b>Choose one of the following courses:</b>			
CEN	1056C	Project Development	2.0
OST	1141L	Keyboarding	2.0
MAN	2031	Let's Talk Business	2.0
SLS	1505	Basic Critical Thinking	2.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>12.0</b>
<b>MAJOR CORE REQUIREMENTS – PROGRAMMING CONCENTRATION</b>			
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
BUL	2131	Applied Business Law	4.0
CEN	1509C	Computer Networking Fundamentals	4.0
CTS	1110C	Computer Operating Systems	4.0
CGS	1280C	Computer Hardware Concepts	4.0
COP	2010C	Programming Concepts	4.0
CGS	2461C	Fundamental Programming Techniques	4.0
CIS	2321	Introduction to the Systems Development Life Cycle	4.0
		Approved IT Electives*	8.0
<b>Choose two of the two-course language sequences from the choices listed (4 credits each):</b>			16.0
COP	2170C	Computer Programming – Visual Basic I	4.0
COP	2171C	Computer Programming – Visual Basic II	4.0
COP	2224C	Computer Programming – C++ I	4.0
COP	2228C	Computer Programming – C++ II	4.0
COP	2250C	Computer Programming – Java I	4.0
COP	2805C	Computer Programming – Java II	4.0
COPP	2280C	Computer Programming – C# I	4.0
COPP	2281C	Computer Programming – C# II	4.0
<b>Required Upper Division Courses:</b>			
CIS	3345	Database Concepts I	4.0
COP	3764C	Structured Query Language	4.0
COP	4724C	Database Application Development	4.0
CIS	3615	Designing Secure Software	4.0
CIS	3303C	Object-Oriented Analysis and Design	4.0
CTS	4107	Survey of Operating Systems	4.0
CIS	4329C	Senior Project – Systems Analysis and Design	4.0
CIS	4328C	Senior Project – Systems Implementation and Integration	4.0
<b>PROGRAMMING MAJOR CORE CREDIT HOURS</b>			<b>92.0</b>
*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or			

Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, COP, CTS and CET prefixes).	
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<b>APPROVED ELECTIVES:</b>			<b>32.0</b>
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student. 8 credits of the Approved Electives must be upper-division courses.			
<b>GENERAL EDUCATION REQUIREMENTS:</b>			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2017	Oral Communications	4.0
MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
EVS	1001	Environmental Science	4.0
SYG	2000	Principles of Sociology	4.0
AMH	2030	20 <sup>th</sup> Century American History	4.0
ECO	3007	Macroeconomics	4.0
ECO	3028	Microeconomics	4.0
STA	2014	Statistics	4.0
SOP	4005	Social Psychology	4.0
CPO	4004	Global Politics	4.0
ENC	3211	Report Writing	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>56.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>192.0</b>



## CRIMINAL JUSTICE

*Bachelor of Science Degree*

48 months, 1920 hours, 192 credit units

V 1

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level and middle management positions in probation, corrections, immigration, law enforcement, and/or security. The program is offered for students who have 36 or more transferable quarter (24 semester) credits. Students who have earned an approved Associate of Arts degree may be enrolled with Junior standing and can complete the bachelors with an additional 96 credits. Students also have the option to pursue a concentration in Criminal Investigations or Homeland Security. See next section for details. The Criminal Justice program is not a training program for law enforcement officers.

Course Number	Course Name	Lecture Contact Hours	Lab Contact Hours	Practicum Contact Hours	Total Contact Hours	Total Credit Hours	Offered Online
<b>Core Requirements</b>							
CCJ 1020	Introduction to Criminal Justice	40	0	0	40	4	X
CJL 2134	Criminal Procedure and the Constitution	40	0	0	40	4	X
CJE 1600	Criminal Investigations	40	0	0	40	4	X
CJL 2130	Criminal Evidence	40	0	0	40	4	X
CJC 2000	Introduction to Corrections	40	0	0	40	4	X
CJE 2580	Introduction to Interviews and Interrogation	40	0	0	40	4	X
DSC 2002	Introduction to Terrorism	40	0	0	40	4	X
CCJ 2358	Criminal Justice Communications	40	0	0	40	4	X
CCJ 3450	Criminal Justice Management	40	0	0	40	4	X
CCJ 4656	Gang Activity and Drug Operations	40	0	0	40	4	X
CCJ 3334	Alternatives to Incarceration	40	0	0	40	4	X
DSC 3214	Catastrophic Event Response Planning	40	0	0	40	4	X
CJE 4668	Computer Crime	40	0	0	40	4	X
CJL 3215	Concepts of Criminal Law	40	0	0	40	4	X
CCJ 4400	Criminal Justice Senior Capstone Experience	40	0	0	40	4	X
CCJ 3675	Women, Crime, and Criminal Justice	40	0	0	40	4	X
CCJ 3666	Victimology	40	0	0	40	4	X
CCJ 4054	Criminal Justice Ethics and Liability	40	0	0	40	4	X
CCJ 4129	Cultural Diversity for the Criminal Justice Professional	40	0	0	40	4	X
CCJ 4127	Criminal Justice in the Community – or --	40	0	0	40	4	X
CCJ 4550	Criminal Justice Externship	40	0	0	40	4	
INVP 3100	Theoretical Aspects of Conspiracy Investigations	40	0	0	40	4	X
SCC 3004	Private Investigation I	40	0	0	40	4	X
INVP 3300	Methodology of Economic Crimes	40	0	0	40	4	X
** Replace BS coursework with MS Bridge courses (for qualified students only)							
<b>TOTAL CORE</b>		<b>920</b>	<b>0</b>	<b>0</b>	<b>920</b>	<b>92</b>	
<b>General Education (if applicable)</b>							
SLSP 3130	Principles and Applications of Adult Learning	40	0	0	40	4	X
ENC 1101	Composition I	40	0	0	40	4	X
ENC 1102	Composition II	40	0	0	40	4	X
SPC 2017	Oral Communications	40	0	0	40	4	
MAT 1033	College Algebra	40	0	0	40	4	X
SLS 1505	Basic Critical Thinking	20	0	0	20	2	X
PSY 2012	General Psychology	40	0	0	40	4	X
EVS 1001	Environmental Science	40	0	0	40	4	X
<b>General Education Electives*</b>		<b>240</b>	<b>0</b>	<b>0</b>	<b>240</b>	<b>24</b>	<b>X</b>

Must include at least one course from each following areas:							
	Communications/Humanities						
	Math/Science						
	Social Science						
<b>TOTAL GENERAL EDUCATION</b>		<b>540</b>	<b>0</b>	<b>0</b>	<b>540</b>	<b>54</b>	
<b>Other Courses (if applicable)</b>							
Electives	Approved Elective Requirement	460	0	0	460	46	X
<b>TOTAL OTHER COURSES</b>		<b>460</b>	<b>0</b>	<b>0</b>	<b>460</b>	<b>46</b>	
<b>Concentration in Investigations (Optional - taken as elective)</b>							
CJE 2640	Crime Scene Dynamics I	40	0	0	40	4	X
CJR 2679	Crime Scene Dynamics II	40	0	0	40	4	X
CJE 2673	Graphics and Documentation I	40	0	0	40	4	X
CJE 2602	Graphics and Documentation II	40	0	0	40	4	X
CJE 2690	Technology Crimes I	40	0	0	40	4	X
CJE 2691	Technology Crimes II	40	0	0	40	4	X
CJE 2676	Biological Evidence I	40	0	0	40	4	X
<b>TOTAL CONCENTRATION IN INVESTIGATIONS</b>		<b>280</b>	<b>0</b>	<b>0</b>	<b>280</b>	<b>28</b>	
<b>Concentration in Homeland Security (Optional - taken as elective)</b>							
CJL 1100	Civil & Criminal Justice	40	0	0	40	4	X
DSC 1030	Tactical Communications	40	0	0	40	4	X
DSC 1011	Domestic & International Terrorism I	40	0	0	40	4	X
SCC 1102	Business & Ethics for Security Specialists	40	0	0	40	4	X
DSC 2210	Emergency Planning & Security Measures I	40	0	0	40	4	X
DSC 2008	Security: Principles, Planning, & Procedures I	40	0	0	40	4	X
DSC 2812	Information Technology Security I	40	0	0	40	4	X
<b>TOTAL CONCENTRATION IN HOMELAND SECURITY</b>		<b>280</b>	<b>0</b>	<b>0</b>	<b>280</b>	<b>28</b>	

	Lecture Contact Hours	Lab Contact Hours	Practicum Contact Hours	Total Contact Hours	Total Credit Hours
TOTAL CORE REQUIREMENTS	920	0	0	920	92
TOTAL CONCENTRATION (OPTIONAL)	280	0	0	280	28
TOTAL GENERAL EDUCATION	540	0	0	540	54
TOTAL OTHER COURSES	460	0	0	460	46
<b>OVERALL TOTAL FOR PROGRAM</b>	<b>1920</b>	<b>0</b>	<b>0</b>	<b>1920</b>	<b>192</b>

**Associate of Arts Transfer Students:** Students who enroll with an approved Associate of Arts degree\* will have 96 transfer credits applied to the overall degree requirement of 192 quarter credits. Approval is based upon the degree being earned at an accredited institution, and includes a minimum of 36 semester or 54 quarter credits of general education coursework. Transfer students in this category have satisfied all elective and general education requirements, with the exception of **SLSP 3130 Principles and Applications of Adult Learning**. Students successfully completing the remaining 96 credits in the program will fulfill all course requirements for the Bachelors degree.

**All other students admitted to program:** must complete the degree requirements as described below.

**Credits requirements for degree:** students must complete a minimum of 192 credits in the major core, general education, and elective categories.

**\*General Education Requirements:** In addition to the courses specified in the general education section of the program outline, students must complete a total of 24 credits from the following subject areas, with a minimum of 4 credits taken from each area:

- Communications/Humanities



- may include ENC 3211, AML 2000
- Social Sciences
  - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3007, ECO 3028
- Mathematics and Science
  - may include: STA 2014

**Elective Requirements:** Students may fulfill the balance of the credit requirements for the degree by taking up to 46 credits in the electives category.

\*To include a minimum of 54 quarter credits of general education coursework taken from the Humanities, Social Sciences and Math/Science categories.



**NURSING**  
*Bachelor of Science Degree*  
 42 months – 201 credit units

V1

The Bachelor of Science Degree, Nursing program, will prepare the nursing student for entry level roles of the registered nurse in the ever-evolving health care field. The program includes a focus on theories, concepts, and principles of nursing. It also delves into the important area of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. A graduate of this nursing program will be prepared to assume the entry level role of health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients.

At the completion of this program, the nursing student will be prepared to take the NCLEX-RN exam for registered nursing licensure. Once licensed, the individual may use the title of Registered Nurse and practice in entry-level staff positions in various health care agencies.

Course #	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Total Hours	Quarter Credit Hours
<b>Quarter 1</b>						
BSC1085	Anatomy & Physiology I	40	0	0	40	4
BSC 2085L	Anatomy & Physiology I Lab	0	40	0	40	2
ENC1101	Composition I	40	0	0	40	4
<b>ELECTIVE</b> SLS1105	Strategies for Success	40	0	0	40	4
<b>TOTAL HOURS</b>		<b>120</b>	<b>40</b>	<b>0</b>	<b>160</b>	<b>14</b>
<b>Quarter 2</b>						
BSC 1086	Anatomy & Physiology II	40	0	0	40	4
BSC 2086 L	Anatomy & Physiology II Lab	0	40	0	40	2
ENC 1102	Composition II	40	0	0	40	4
MAT 1033	College Algebra	40	0	0	40	4
<b>TOTAL HOURS</b>		<b>120</b>	<b>40</b>	<b>0</b>	<b>160</b>	<b>14</b>
<b>Quarter 3</b>						
MCB 2000	Microbiology	40	0	0	40	4
MCB 1000 L	Microbiology Lab	0	40	0	40	2
PSY 2012	General Psychology	40	0	0	40	4
<b>Elective</b> SLS 1505 OST 1141 L SLS 1354 CEN 1056 C LIS 2004 HIM 1553	<b>Recommended One:</b> Basic Critical Thinking Keyboarding Workplace Relationships Project Development Introduction to Internet Research Medical Law & Ethics	20	0	0	20	2
SPC 2017	Oral Communications	40	0	0	40	4
<b>TOTAL HOURS</b>		<b>140</b>	<b>40</b>	<b>0</b>	<b>180</b>	<b>16</b>
<b>Quarter 4</b>						
CHM 1101 C	Chemistry	30	20	0	50	4
ENC 3211	Report Writing	40	0	0	40	4
SYG 2000	Sociology	40	0	0	40	4
DEP 2000	Developmental Psychology	40	0	0	40	4
<b>TOTAL HOURS</b>		<b>150</b>	<b>20</b>	<b>0</b>	<b>170</b>	<b>16</b>
<b>Quarter 5</b>						
STA 2014	Introduction to Statistics	40	0	0	40	4
CGS 2167 C	Computer Applications	30	20	0	50	4
SLS 1110	Strategies for Nursing Success	20	0	0	20	2
NUR 1022	Fundamentals of Nursing I	20	30	0	50	3

	<b>TOTAL HOURS</b>	<b>110</b>	<b>50</b>	<b>0</b>	<b>160</b>	<b>13</b>
<b>Quarter 6</b>						
NUR 3066C	Physical Exam & Health Assessment	30	20	0	50	4
NUR 1024	Fundamentals of Nursing II	30	0	0	30	3
NUR 1024 L	Fundamentals of Nursing II Clinical	0	32	58	90	3
MEA 1006	Therapeutic Communications	20	0	0	20	2
PTN 1703	Pharmaceutical Calculations	30	20	0	50	4
	<b>TOTAL HOURS</b>	<b>110</b>	<b>72</b>	<b>58</b>	<b>240</b>	<b>16</b>
<b>Quarter 7</b>						
NUR 2140	Introduction to Pharmacology	30	0	0	30	3
NUR 2210	NSG Care of Adult Client 1	40	0	0	40	4
NUR 2210 L	NSG Care of Adult Client 1 Clinical	0	20	100	120	4
NUR 3125	Pathophysiology for Nursing	40	0	0	40	4
	<b>TOTAL HOURS</b>	<b>110</b>	<b>20</b>	<b>100</b>	<b>230</b>	<b>15</b>
<b>Quarter 8</b>						
NUR 2212	NSG Care of Adult Client 2	40	0	0	40	4
NUR 2212 L	NSG Care of Adult Client 2 Clinical	0	16	104	120	4
AML 2000	American Literature	40	0	0	40	4
HUN 1001	Nutrition	20	0	0	20	2
	<b>TOTAL HOURS</b>	<b>100</b>	<b>16</b>	<b>104</b>	<b>220</b>	<b>14</b>
<b>Quarter 9</b>						
NUR 3145	Pharmacology & Nursing Practice	40	0	0	40	4
NUR 3442	Maternal & Child Nursing	80	0	0	80	8
NUR 3442 L	Maternal & Child Nursing Clinical	0	16	104	120	4
	<b>TOTAL HOURS</b>	<b>120</b>	<b>16</b>	<b>104</b>	<b>240</b>	<b>16</b>
<b>Quarter 10</b>						
SOP 4005	Social Psychology	40	0	0	40	4
NUR 3514	Mental Health Nursing	40	0	0	40	4
NUR 3514 L	Mental Health Nursing Clinical	0	8	82	90	3
<b>ELECTIVE</b> SYG 2550 CLP 3005	<b>Recommended:</b> Addictions Marriage & the Family	40	0	0	40	4
	<b>TOTAL HOURS</b>	<b>120</b>	<b>8</b>	<b>82</b>	<b>210</b>	<b>15</b>
<b>Quarter 11</b>						
NUR 3244	Advanced Nursing Practice	40	0	0	40	4
NUR 3244 L	Advanced Nursing Practice Clinical	0	16	104	120	4
NUR 3826	Ethical/Legal Aspects of NSG Health Care	40	0	0	40	4
	<b>TOTAL HOURS</b>	<b>80</b>	<b>16</b>	<b>104</b>	<b>200</b>	<b>12</b>
<b>Quarter 12</b>						
NUR 4637	Community Public Health Nursing	40	0	0	40	4
NUR 4637 L	Community Public Health Nursing Clinical	0	0	120	120	4

NUR 4874 C	Nursing Informatics	10	20	0	30	2
<b>ELECTIVE</b>	<b>Recommended:</b>					
CPO 4004	Global Politics					
SYP 2742	Death and Dying	40	0	0	40	4
	<b>TOTAL HOURS</b>	<b>90</b>	<b>20</b>	<b>120</b>	<b>230</b>	<b>14</b>
<b>Quarter 13</b>						
NUR 4166	Nursing Research	40	0	0	40	4
NUR 4827	Nursing Roles: Management & Leadership	40	0	0	40	4
NUR 4827 L	Nursing Roles: Management & Leadership Clinical	0	0	120	120	4
	<b>TOTAL HOURS</b>	<b>80</b>	<b>0</b>	<b>120</b>	<b>200</b>	<b>12</b>
<b>Quarter 14</b>						
NUR 4836	Professional Nursing Role Synthesis	40	0	0	40	4
NUR 4836 L	Professional Nursing Role Practicum	0	0	120	120	4
NUR 4893	Nurse as Educator	40	0	0	40	4
NUR 4965	NCLEX REVIEW	20	0	0	20	2
	<b>TOTAL HOURS</b>	<b>100</b>	<b>0</b>	<b>120</b>	<b>220</b>	<b>14</b>
	Total Program Hours	1550	358	912	2820	201
	Total General Education Hours	850	180	0	1030	94
	Total Nursing Hours	700	178	912	1790	107

## COURSE DESCRIPTIONS

This institution uses the following course numbering system:

- 0000-0099 Preparatory courses
- 0100-2999 Lower division (first and second year) courses
- 3000-4999 Upper division (third and fourth year) courses

Students enrolled in Diploma and Associate Degree programs take courses in the lower division. Preparatory classes do not apply toward credits needed to graduate in any program. The letters that accompany the numbering system normally refer to the course subject matter, such as MAN = management, and CIS = computer information systems. The numbers that follow the course prefix increase in sequence to indicate a more in-depth and complex level of the particular subject area.

<b>ACG 2021 Introduction to Corporate Accounting</b>	<b>4 Quarter Credit Hours</b>
This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>ACG 2178 Financial Statement Analysis</b>	<b>4 Quarter Credit Hours</b>
The basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>ACG 3073 Accounting for Managers</b>	<b>4 Quarter Credit Hours</b>
This course teaches the student how to use and interpret accounting information in day to day to day management. Emphasis is placed on the general knowledge and decision making practices used by managers when addressing issues in service, financial, not-for-profit and manufacturing companies. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>AMH 2030 20th Century American History</b>	<b>4 Quarter Credit Hours</b>
A survey of the events of the modern era of American history. The course begins with the Spanish American War, the watershed of the 20th Century, and covers the political, social and diplomatic developments including the populist movement, World War I, the Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>AML 2000 Introduction to American Literature</b>	<b>4 Quarter Credit Hours</b>
This course concentrates on the major writers of modern American literature. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>APA 2111 Principles of Accounting I</b>	<b>4 Quarter Credit Hours</b>
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>APA 2121 Principles of Accounting II</b>	<b>4 Quarter Credit Hours</b>
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>APA 2161 Introductory Cost/Managerial Accounting</b>	<b>4 Quarter Credit Hours</b>
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>APA 2959 Externship in Accounting</b>	<b>4 Quarter Credit Hours</b>
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved accounting office or other suitable location for 120 hours. Prerequisite: The student must be in good standing and in the final quarter. Lec Hrs. 000 Lab Hrs. 000 Other Hrs. 120	
<b>ATG 110 Ten-Key Mastery</b>	<b>2 Quarter Credit Hours</b>
This course is designed to teach numeric keypad with speed and accuracy using industry standards for data entry. Proficiency on three employment tests used by three large interstate corporations helps the student meet employment standards. One hour additional lab time required per week. The objective of this course is to develop 10-Key entry skill to 12,000+ strokes per hour with 98%+ accuracy to meet industry standards for data entry. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000	
<b>BSC 1085 Anatomy and Physiology I</b>	<b>4 Quarter Credit Hours</b>
This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisite: HSC 1531. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000 (Except for Nursing Students)	

<b>BSC 1086 Anatomy and Physiology II</b>	<b>4 Quarter Credit Hours</b>
This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Prerequisite: HSC 1531, BSC 1085/2085L. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>BSC 2085L Anatomy and Physiology I Lab</b>	<b>2 Quarter Credit Hours</b>
This course is a scientific study that provides an understanding of the basic concepts and principles of anatomy and physiology through a laboratory experience. It integrates the structure and function of the human body and its parts as related to cells, tissues, skeletal, muscular, nervous systems, sense organs, and stress. Theory Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0. Prerequisites: None.	
<b>BSC 2086L Anatomy and Physiology II Lab</b>	<b>2 Quarter Credit Hours</b>
This course is a continuation of BSC 2085L, which provides a scientific study and understanding of the basic concepts and principles of anatomy and physiology through lecture and laboratory experience. It integrates the structure and function of the human body and its parts as related to blood, nutrition, acid-base balance, fluids and electrolytes, genetics and growth and development. The endocrine, cardiovascular, lymphatic, immune, respiratory, urinary, and reproductive systems will also be studied. Theory Hours: 0.0 Lab Hours: 40.0 Other Hours: 0.0. Prerequisite: BSC 1085/2085L.	
<b>BUL 2131 Applied Business Law</b>	<b>4 Quarter Credit Hours</b>
This course is designed to provide students with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 1017 Criminology</b>	<b>4 Quarter Credit Hours</b>
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 1020 Introduction to Criminal Justice</b>	<b>4 Quarter Credit Hours</b>
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 1600 Criminal Investigations</b>	<b>4 Quarter Credit Hours</b>
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 1910 Career Choices in Criminal Justice</b>	<b>4 Quarter Credit Hours</b>
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2288 Spanish for the Criminal Justice Professional</b>	<b>4 Quarter Credit Hours</b>
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJC 2000 Introduction to Corrections</b>	<b>4 Quarter Credit Hours</b>
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2358 Criminal Justice Communications</b>	<b>4 Quarter Credit Hours</b>
This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2679 Introduction to Victims Advocacy</b>	<b>4 Quarter Credit Hours</b>
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1020 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 2943 Current Issues in Criminal Justice</b>	<b>4 Quarter Credit Hours</b>
This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 3334 Alternatives to Incarceration</b>	<b>4 Quarter Credit Hours</b>
This course is an overview of contemporary non-institutional methods of correction utilized by the American correctional system. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

<b>CCJ 3450 Criminal Justice Management</b>	<b>4 Quarter Credit Hours</b>
An examination of front-line supervision, executive development, administrative leadership, and recent theories and research in criminal justice management. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 3666 Victimology</b>	<b>4 Quarter Credit Hours</b>
This course examines criminal victimization in the United States. Topics covered include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of the victimization experience, victim treatment at the hands of the justice system, and reforms implemented to enhance the justice-system response to victimization. Prerequisite: CCJ 1020 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 3675 Women, Crime, and Criminal Justice</b>	<b>4 Quarter Credit Hours</b>
This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. In addition, theories of female criminality and the general social forces influencing the treatment of women as offenders, victims, and justice system staff will be covered. Prerequisite: CCJ 1020 (HSS 2320 for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 4054 Criminal Justice Ethics and Liability</b>	<b>4 Quarter Credit Hours</b>
The various forms of corruption, misconduct and abuse of authority that exist within the criminal justice system will be identified and analyzed. Areas of negligence, which lead to liability, will be explored. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 4127 Criminal Justice in the Community</b>	<b>4 Quarter Credit Hours</b>
This course explores the interrelationships and role expectations among the various administrations of justice practitioners, their agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 4129 Cultural Diversity for Criminal Justice Professional</b>	<b>4 Quarter Credit Hours</b>
This course focuses on understanding various cultural perspectives and appropriate law enforcement policy as it pertains to diverse cultural expectations. Prerequisite: CCJ 1020 (HSS 2320 for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJ 4656 Gang Activity and Drug Operation</b>	<b>4 Quarter Credit Hours</b>
This course focuses on the establishment of gangs, organizational structure, behavior patterns, and recruitment of members. The course also examines the criminal justice response to gang-related problems, including violence and drug trafficking. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CCJP 4400 Criminal Justice Senior Capstone Experience</b>	<b>4 Quarter Credit hours</b>
The Senior Capstone course is designed to: (1) help seniors integrate the knowledge gained from their other required criminal justice courses, (2) assist them in developing analytical thinking skills through focusing on selected topics using a seminar approach, and (3) to support them in gaining a better understanding of the criminal justice profession and the role they may play in it. The capstone course will support students in learning to pose significant questions grounded in existing theory and inquiry, select and use methods appropriate to the question and research context, produce appropriate evidence, subject the evidence to analysis, respond to critiques and provide advice and comments for other's research, organize oral and written presentations in response to fair and open critiques. Prerequisite: the student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Program Director. Lec. Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
<b>CCJP 4550 Criminal Justice Externship</b>	<b>4 Quarter Credit Hours</b>
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 hours. Prerequisite: the student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Program Director. Lec. Hrs 000 Lab Hrs. 000 Other Hrs. 120	
<b>CEN 1056C Project Development</b>	<b>2 Quarter Credit Hours</b>
This course prepares students to administer and participate in effective project development. Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and within budget. Prerequisite: None. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
<b>CEN 1509C Computer Networking Fundamentals</b>	<b>4 Quarter Credit Hours</b>
This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students also learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

<b>CEN 2765 PKI Concepts and Planning</b>	<b>4 Quarter Credit Hours</b>
This course covers one of the most complex and required technologies in creating a trusted network infrastructure, Public Key Infrastructure (PKI) technology. Starting with an introduction to PKI, the course includes a detailed look into Cryptography, both Private and Public Key Exchange systems and into Digital Signatures and Digital Certificates. Prerequisite: CNT 2400C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CEN 2770 PKI Implementation</b>	<b>4 Quarter Credit Hours</b>
This course continues the discussion and implementation of Public Key Infrastructure (PKI) technologies to create a trusted network environment. Students will study the creation of a PKI policy and implement a PKI pilot. Prerequisite: CEN 2765. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CGS 1280C Computer Hardware Concepts</b>	<b>4 Quarter Credit Hours</b>
Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. No prerequisite. Lecture hours: 30. Lab hours: 20.	
<b>CGS 1514 Introduction to Spreadsheets</b>	<b>2 Quarter Credit Hours</b>
This course provides an introduction to spreadsheets. There is an emphasis on terminology and the creation and editing of simple spreadsheets such as marketing and sales reports, expense reports, invoices and purchase orders, and basic financial statements. Students will create and modify spreadsheets. In addition they will print worksheets, apply basic formatting, and perform file management skills such as saving spreadsheets under the same and different names, locating and opening existing spreadsheets, and creating subdirectories. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
<b>CGS 1524 Introduction to Presentations</b>	<b>2 Quarter Credit Hours</b>
This course provides an introduction to presentations. There is an emphasis on terminology, and the creation and editing of simple presentations. Students will create, edit, spell check, save, and print a presentation. In addition, they will apply character formatting to a presentation. Students will use templates to create presentations. Students will perform file management skills such as saving a presentation under the same and a different name, locating, opening, and closing existing presentations. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
<b>CGS 1546 Introduction to Database</b>	<b>2 Quarter Credit Hours</b>
This course provides an introduction to database operations. Emphasis will be placed on terminology and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
<b>CGS 2071 Spreadsheets</b>	<b>4 Quarter Credit Hours</b>
The basic concepts of the electronic spreadsheet in several business applications are explored. Concepts taught include, but are not limited to, the anatomy of a spreadsheet, labels versus values, development of formulas used in practical business settings, database functions, graphing, printing, and principles and practices of spreadsheet design and documentation. Two hours additional lab time required per week. Prerequisite: CGS 2167C. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000	
<b>CGS 2167C Computer Applications</b>	<b>4 Quarter Credit Hours</b>
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CGS 2642C Intermediate Database Management</b>	<b>4 Quarter Credit Hours</b>
This course concentrates on the enhancement of database documents. Instruction is focused on the use of wizards, and the refining and management of tables, forms, and reports. Emphasis is placed on working with and designing queries. Prerequisite: CGS 1546. Lec. Hrs. 30. Lab Hrs. 20 Other Hrs. 000	
<b>CGS 2461C Fundamental Programming Techniques</b>	<b>4 Quarter Credit Hours</b>
This course provides an introduction to programming using a primary programming language. Through hands-on practice, students will develop simple working programs. The course emphasizes fundamental programming concepts, algorithmic thinking, problem-solving techniques, pseudo code, diagramming algorithms, and introduces students to the object-oriented programming methodology. Prerequisite: COP 2010C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CGS 2510C Applied Spreadsheets</b>	<b>4 Quarter Credit Hours</b>
This course covers the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features and pivot tables. Prerequisite: CGS 2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	



<b>CGS 4702C Operating Systems Programming</b>	<b>4 Quarter Credit Hours</b>
This course provides an understanding of contemporary operating system concepts by integrating the principles behind the design of all operating systems with how these are put into practice in the real world. A thorough discussion of operating concepts, using code examples, algorithms, and implementation issues is applied. Prerequisite: COP 2228C or COP 2805C or COP 2171C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CHM 1101C: Chemistry</b>	<b>4 Quarter Credit Hours</b>
This course covers the basic principles of general, organic, and biochemistry designed for allied health profession majors. Topics to be covered include elements and compounds, chemical equations, nomenclature, and molecular geometry. Theory Hrs. 30.0 Lab Hrs 20.0 Other Hrs. 0.0	
<b>CIS 1875 Novell Administration</b>	<b>4 Quarter Credit Hours</b>
This course provides the information for students to develop the necessary knowledge and skills to perform competently as a network administrator on a Novell network. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with various components of a network. Prerequisite: CEN 1509C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CIS 210 Visual Basic Programming</b>	<b>4 Quarter Credit Hours</b>
This introductory course is aimed at the beginning programmer who is ready to tackle Windows programming. Concepts such as development process, variables, arithmetic formulas and logic and numbering systems are covered. Basic understanding of Windows is highly recommended. Prerequisites: CGS 2167C and CIS 225. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000	
<b>CIS 220 Operating Systems</b>	<b>4 Quarter Credit Hours</b>
This course explores the physical and functional characteristics of computer hardware and software. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CIS 221 Systems Analysis and Design</b>	<b>4 Quarter Credit Hours</b>
This course exposes the student to the methodologies and techniques utilized by the systems analyst in conducting systems analysis. Requirement definition is also examined. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CIS 222 Database Programming</b>	<b>4 Quarter Credit Hours</b>
This course introduces the student to principles of database design including network and relational databases. Database management systems (DBMS) are discussed. The student receives experience programming in a database language. Two hours additional lab time required per week. Prerequisites: CGS 2167C and CIS 225. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000	
<b>CIS 225 Problem Solving</b>	<b>4 Quarter Credit Hours</b>
This course is a beginning computer problem solving and programming course. A top-down, structured approach is taught. The student is also exposed to flowcharting and various problem-solving techniques. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CIS 2252 Ethics in Computing</b>	<b>4 Quarter Credit Hours</b>
This course investigates the moral, ethical, and legal issues surrounding computer technology. Students will explore privacy, freedom of speech, computer failures, intellectual property, hacking; and current criticisms of technology. Prerequisite: CGS 2167C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CIS 232 Introduction to Networking</b>	<b>4 Quarter Credit Hours</b>
This course introduces the student to various network concepts such as the components of a network, topologies, software, cabling and setup, and troubleshooting. Co-requisite: CGS 2167C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CIS 2321 Introduction to the Systems Development Life Cycle</b>	<b>4 Quarter Credit Hours</b>
This course presents an overview of the System Development Life Cycle (SDLC). It begins with problem identification and proceeds through feasibility analysis, requirements analysis, design, implementation, operation and maintenance. No prerequisite. Lecture hours: 40. Lab hours: 0.	
<b>CIS 240 C++ Programming</b>	<b>4 Quarter Credit Hours</b>
This course is an Object Oriented Program (OOP) that starts with the fundamentals of C++ language and utilizes many Windows programming techniques for the programmer who wants to build highly developed Windows programs. Prerequisites: CGS 2167C and CIS 225. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000	
<b>CIS 2513C Software Configuration Management</b>	<b>4 Quarter Credit Hours</b>
This course provides an overview and understanding of the Software Configuration Management process (SCM) and how it impacts quality software. The students will learn how to create an SCM implementation plan, decide what additional SCM tools are needed, and understand how to evaluate SCM tools currently on the market. Prerequisite: CIS 2321. Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CIS 260 Advanced C++ Programming</b>	<b>4 Quarter Credit Hours</b>
This course is a continuation of Visual C++ that explores intermediate programming techniques with further exploration into object-oriented programming, Windows application development, and compiler tools. Prerequisite: CIS 240. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000	

<b>CIS 2614 Software Quality Assurance</b>	<b>4 Quarter Credit Hours</b>
This course provides an overview of the role of SWQA in a software development organization. Basic principles of software quality, standards, and issues related to implementing/maintaining a Software Quality Assurance program are reviewed. An overview of typical tasks performed by SWQA is also presented. Upon completion, the student should have an understanding of the functions typically performed by a Software Quality Assurance program within a software development organization. Prerequisite: CIS 2321. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CIS 270 Java Programming</b>	<b>4 Quarter Credit Hours</b>
This course introduces the student to the Java programming language while building a strong foundation of computer science fundamentals. The student gains experience in integrating applets into web pages, data types and strings, I/O and exception handling, multithreading and events, animation, and graphical user interfaces. Two hours additional lab hours required per week. Prerequisites: CGS 2167C and CIS 225. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000	
<b>CIS 281 HTML Coding</b>	<b>4 Quarter Credit Hours</b>
This course introduces the essential concepts necessary to create web pages for personal and business use. Students achieve an understanding of what HTML coding is so that they can apply the concepts to create personal and business web sites. Students will learn how to select, manipulate, and apply graphics on web pages. Prerequisite: CGS 2167C. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000	
<b>CIS 290A Computer Information Systems Externship</b>	<b>1 Quarter Credit Hour</b>
Designed to help the student acquire supervised, practical experience working with computers in a business situation. Prerequisites: The student must hold a 3.0 GPA overall and a 3.5 GPA in their major field and have been recommended by the Program Director. Limited to students in their last two quarters of the Computer Information System program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 030	
<b>CIS 290B Computer Information Systems Externship</b>	<b>2 Quarter Credit Hours</b>
Designed to help the student acquire supervised, practical experience working with computers in a business situation. Prerequisites: The student must hold a 3.0 GPA overall and a 3.5 GPA in their major field and have been recommended by the Program Director. Limited to students in their last two quarters of the Computer Information System program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060	
<b>CIS 290C Computer Information Systems Externship</b>	<b>3 Quarter Credit Hours</b>
Designed to help the student acquire supervised, practical experience working with computers in a business situation. Prerequisites: The student must hold a 3.0 GPA overall and a 3.5 GPA in their major field and have been recommended by the Program Director. Limited to students in their last two quarters of the Computer Information System program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 090	
<b>CIS 290D Computer Information Systems Externship</b>	<b>4 Quarter Credit Hours</b>
Designed to help the student acquire supervised, practical experience working with computers in a business situation. Prerequisites: The student must hold a 3.0 GPA overall and a 3.5 GPA in their major field and have been recommended by the Program Director. Limited to students in their last two quarters of the Computer Information System program. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120	
<b>CIS 3303C Object-Oriented Analysis and Design</b>	<b>4 Quarter Credit Hours</b>
This course analyzes the concepts and methods used in object-oriented system development, which includes object-oriented concepts, tools, the development life cycle, modeling, analysis, design, and problem solving. Students will utilize UML (Unified Modeling Language) for object-oriented modeling. Prerequisite: CIS2321 and COP2224C or COP2250C or COP2170C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CIS 3345 Database Concepts I</b>	<b>4 Quarter Credit Hours</b>
This course presents the basic information system management concepts needed to design, build, and maintain information delivery systems. Concepts of data modeling, data management, and the role of information technology in the corporation are also addressed. Prerequisite: CIS 2321. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CIS 3512 Software Risk Management</b>	<b>4 Quarter Credit Hours</b>
This course provides a success formula for managing software risk, allowing companies to more easily deliver high-quality software on time and within budget. Also covered are the six disciplines for managing product development, steps to predictable risk management process results, and how to establish the infrastructure for a risk-aware corporate culture. Prerequisite: CIS2321 and COP2228C or COP2805C or COP2171C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CIS 3615 Designing Secure Software</b>	<b>4 Quarter Credit Hours</b>
This course presents perspectives and techniques to help ensure the security of essential software. It emphasizes methodologies and principles that reduce security risk early in the development life cycle. Implementation-level issues are discussed and applied through code samples. Secure software risk assessment, design, coding and testing are covered. Prerequisites: CIS3303C and COP2171C or COP2228C or COP2805C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

<b>CIS 4328C Senior Project: Systems Implementation &amp; Integratio</b>	<b>4 Quarter Credit Hours</b>
This course is the second of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will develop a prototype system for delivery and implementation. Higher-level programming languages such as C++, Visual Basic, or Java will be used. Prerequisite: CIS 3303C and Senior Standing. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CIS 4329C Senior Project: Systems Analysis &amp; Design</b>	<b>4 Quarter Credit Hours</b>
This course is the first of two capstone courses that will involve students in the preparation and application of the systems development process. Through real-world clients or case studies, students will select, examine, analyze, design and develop a prototype system. Systems concepts of the Systems Development Life Cycle (SDLC) will be applied. The client systems will be developed through application of the methodologies and tools of systems development. Prerequisites: CIS 3303C and Senior Standing. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CISP 4020 Database Concepts II</b>	<b>4 Quarter Credit Hours</b>
This course has a strong systems emphasis and covers several advanced concepts in database systems, database analysis and design and database management. A PC-based DBMS package will be used as the basis for projects in which students will implement various parts of a relational DBMS. Key concepts: heap files, buffer manager, B+ trees, hash indexes, various join methods, and class interfaces. Prerequisite: CIS 3345. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CISP 4820 Information Systems Management</b>	<b>4 Quarter Credit Hours</b>
This course teaches the information systems planning process. The relationship of business goals, policies, plans, management style, and industry conditions are emphasized. Prerequisite: CTS 1110C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 2580 Introduction to Interviews and Interrogations</b>	<b>4 Quarter Credit Hours</b>
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 2100 Policing in America</b>	<b>4 Quarter Credit Hours</b>
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 2602 Graphics &amp; Documentation II</b>	<b>4 Quarter Credit Hours</b>
This course is a continuation of Graphics & Documentation I and will provide the students with a further understanding of the procedures of crime scene observation, note taking and documentation. Students will also be introduced to the preparation of visual exhibits for court presentation. Prerequisite: CJE 2673. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 2670 Introduction to Forensics</b>	<b>4 Quarter Credit Hours</b>
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 2673 Graphics &amp; Documentation I</b>	<b>4 Quarter Credit Hours</b>
This course will provide the students with an understanding of the procedures of crime scene observation, note taking, photography and report writing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 2676 Biological Evidence I</b>	<b>4 Quarter Credit Hours</b>
This introductory course will introduce the students to the types of biological evidence commonly found at crime scenes and how to collect it. Specific biological evidence discussed includes blood, semen, saliva, urine, feces, hair, and fingernails. Additional topics include autopsy, the basic departments of the crime laboratory, toxicology, forensic entomology, and uncollectible biological evidence. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 2640 Crime Scene Dynamics I</b>	<b>4 Quarter Credit Hours</b>
This course is designed to introduce the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

<b>CJE 2679 Crime Scene Dynamics II</b>	<b>4 Quarter Credit Hours</b>
This course continues the introduction to the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located. Prerequisite: INV 2410. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 2690 Technology Crimes I</b>	<b>4 Quarter Credit Hours</b>
At the conclusion of this course, the students will have an understanding of technology-based crimes as they apply to modern criminal acts such as identity theft, extortion, intellectual property crimes, fraud, Internet pornography, and online gambling. Students will also examine issues of evidence involving crime scene management, chain of custody issues, and accepted investigative practices. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 2691 Technology Crimes II</b>	<b>4 Quarter Credit Hours</b>
At the conclusion of this course, the students will have an understanding of procedural law issues, investigative issues and techniques, forensics, and communications skills required to describe technology-based crimes. Students will also be able to compare and contrast the roles and responsibilities of local, state, and federal agencies responsible for investigating technology-based crimes. Prerequisite: INV 2510. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJE 4668 Computer Crime</b>	<b>4 Quarter Credit Hours</b>
This course focuses on the use of the computer in committing crimes, both within organizations and among private entities. It will also examine the justice system's response to this new form of deviance. Prerequisite: CCJ 1020 (CGS 2167C for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJL 1100 Civil &amp; Criminal Justice</b>	<b>4 Quarter Credit Hours</b>
This course introduces students to the legal and procedural issues involved in safety and security operations which present a new challenge in the field of law. Topics include an introduction to criminal and civil law, constitutional law, search and seizure, and a discussion of employment law and liability. As the ever-growing number of agencies become involved in legal issues, it is important that the student be aware of the basis of the laws and regulations in order to prepare for changes in these areas. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJL 2130 Criminal Evidence</b>	<b>4 Quarter Credit Hours</b>
This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary and recorded. Prerequisite: CCJ 1020. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJL 2134 Criminal Procedure and the Constitution</b>	<b>4 Quarter Credit Hours</b>
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CJL 3215 Concepts of Criminal Law</b>	<b>4 Quarter Credit Hours</b>
This course covers the historical development and philosophy of criminal law. Discussion includes definitions, legal classifications of crimes, Constitutional provisions, legal research, study of case law, and significance of law as a social force. Prerequisite: CCJ 1020 (CJL 1100 for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>COP 2010C Programming Concepts</b>	<b>4 Quarter Credit Hours</b>
This course provides the student with an introduction to the fundamentals of computer problem solving and programming. Students are introduced to structured and object-oriented programming concepts in a language-independent manner. Basic programming concepts, specific control structures, and object-oriented design are explored. Prerequisite: CGS 2167C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>COP 2123 Computer Programming—COBOL I</b>	<b>4 Quarter Credit Hours</b>
This course provides an introduction to the COBOL programming language, concepts and syntax. COBOL is used to develop program logic for business applications. Instructor lecture and demonstration provides in-depth coverage of the COBOL language. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>COP 2127 Computer Programming—COBOL II</b>	<b>4 Quarter Credit Hours</b>
This course is a continuation of COP 2123. It provides advanced COBOL programming concepts to write, compile, correct and test business applications. It also discusses how to create and update indexed files, maintain existing files and use tables. Prerequisite: COP 2123. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>COP 2164 Computer Programming – RPG</b>	<b>4 Quarter Credit Hours</b>
This course provides the fundamentals of Report Program Generator (RPG). Topics include designing, debugging, and testing programs to include the RPG fixed logic cycle, level breaks, overflow, multiple record processing and file output. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>COP 2168 Computer Programming – Advanced RPG</b>	<b>4 Quarter Credit Hours</b>
This course is a continuation of the Computer Programming - RPG course. It provides advanced topics utilizing the Report Program Generator (RPG) programming language. Topics discussed are tables, arrays, file processing and maintenance, and interactive file processing. Prerequisite: COP 2164. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

<b>COP 2170C Computer Programming- Visual Basic I</b>	<b>4 Quarter Credit Hours</b>
This course provides an introduction to the Visual Basic programming language. Students develop executable programs that utilize an interactive graphical-user interface in the Windows environment. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>COP 2171C Computer Programming- Visual Basic II</b>	<b>4 Quarter Credit Hours</b>
This course is a continuation of COP 2170C. It provides advanced concepts of the Visual Basic programming language, including the Windows API/Messaging System, OLE automation, and Internet-enabled applications. Prerequisite: COP 2170C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>COP 2224C Computer Programming – C++ I</b>	<b>4 Quarter Credit Hours</b>
This course emphasizes programming with C++ functions, arrays, pointers and strings. Students develop substantial applications that process lists and tables of data in arrays—performing tasks such as searching and sorting data, and displaying graphical representations of data. The course presents a thorough discussion of pointers, including pointer-based string processing and passing data between functions using pointers. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>COP 2228C Computer Programming – C++ II</b>	<b>4 Quarter Credit Hours</b>
This course is a continuation of COP 2224C, emphasizing C++'s features and capabilities for object-oriented programming (OOP). Students focus on programming with predefined classes and extending the language by creating new classes. Key topics include classes, objects, encapsulation, inheritance, polymorphism, and using standard library classes to perform file input/output and string processing. Prerequisite: COP 2224C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>COP 2280 Programming Languages- Java I</b>	<b>4 Quarter Credit Hours</b>
This course teaches basic computer software development using the Java programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to Java. Prerequisite: CGS 2461C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>COP 2281 Programming Languages- Java II</b>	<b>4 Quarter Credit Hours</b>
This course is a continuation of COP 2250C. It covers advanced Java programming topics and methodologies with an emphasis on the graphical user environment. It also demonstrates how to provide more extensible and portable solutions to Web server-side applications. Prerequisite: COP 2250C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>COP 2273 Computer Programming - Introduction to Visual C++</b>	<b>4 Quarter Credit Hours</b>
This course introduces the students to programming in Microsoft Visual C++ using the Microsoft Foundation Classes (MFC). Application development using Device Context, Event Handling, Message Processing, Menus, Toolbars, Dialogs, Collections, and Serialization using MFC with Microsoft Visual C++ is covered. Prerequisite: COP 2228C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>COP 2281 Computer Programming – C#I</b>	<b>4 Quarter Credit Hours</b>
This course is a continuation of COP 2280, emphasizing C#'s features and capabilities for object-oriented programming (OOP). Students focus on programming with common library classes and extending the language by creating new classes. Prerequisite: COP 2280. Lecture hours: 30. Lab hours: 20. Other hours: 0.	
<b>COP 2812C Web Development Using XML</b>	<b>4 Quarter Credit Hours</b>
Students will study the functions and relationships between XML and other members of the XML family of technologies, including XHTML, XSL, Xpath, Xlink, namespaces, schemas, and Xslt. Students will create and apply styling to XML documents in a series of hands-on labs. Prerequisite: CGS 1821C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>COP 3764C Structured Query Language</b>	<b>4 Quarter Credit Hours</b>
This course introduces the student to the basic operations of the Structure Query Language (SQL). Database creation, single table queries, multi-table queries, database restrictions, and using SQL with high-level programming languages are discussed. Prerequisite: CIS 3345. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>COP 4724C Database Application Development</b>	<b>4 Quarter Credit Hours</b>
This course is an introduction to applications program development in a database environment with emphasis on loading, modifying, and querying the database using a host language. Prerequisites: COP 2171C or COP 2228C or COP 2805C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>COPP 2280 Computer Programming – C#I</b>	<b>4 Quarter Credit Hours</b>
This course teaches basic computer software development using the C# programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to C#. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20. Other hours: 0.	
<b>CPO 4004 Global Politics</b>	<b>4 Quarter Credit Hours</b>
A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological and economic factors. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	

<b>CTS 1000 Introduction to Computer Technology</b>	<b>6 Quarter Credit Hours</b>
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lecture Hours: 40. Lab Hours: 40.	
<b>CTS 1110C Computer Operating Systems</b>	<b>4 Quarter Credit Hours</b>
Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. No prerequisite. Lecture hours: 30. Lab hours: 20.	
<b>CTS 2304C Network Directory Design</b>	<b>4 Quarter Credit Hours</b>
This course discusses the planning, issues, and options available to the network administrator who is designing a Windows Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues. Prerequisite: CTS 1334C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CTS 2321C Linux Administration</b>	<b>4 Quarter Credit Hours</b>
This course enables students to gain an understanding of the Linux operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as a stable and flexible platform for a variety of networking applications. Students learn about desktop environments that make it easy for them to configure Linux features and programs. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CTS 4107 Survey of Operating Systems</b>	<b>4 Quarter Credit Hours</b>
This course provides a study of operating systems that includes memory management, processor management, disk management, scheduling, and resource retention. It addresses these topics from a workstation, server, and mainframe computer operating systems viewpoint. Prerequisite: CTS 1110C. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>DEP 2000 Developmental Psychology</b>	<b>4 Quarter Credit Hours</b>
This course will explore the physical, cognitive and social- emotional processes across the life span. Readings and lecture will focus on how individuals and defined classes develop psychologically. Key emphasis will focus on the behaviors at various ages and stages of development and the influence of family, culture, and spiritual considerations in human development and transition. Lecture Hrs. 40, Lab Hrs. 00, Other Hrs. 00 Prerequisites: PSY 2012	
<b>DSC 1011 Domestic &amp; International Terrorism I</b>	<b>4 Quarter Credit Hours</b>
This course introduces participants to various aspects of domestic and international terrorist organizations in part I. The student will be introduced to basic principles of terrorist investigations, domestic security threats, and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HazMat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>DSC 1030 Tactical Communications</b>	<b>4 Quarter Credit Hours</b>
This course is designed to introduce the student to basic communications ranging from a conflict to communication during a catastrophic event. Topics covered include radio and cell phone communications, and planning for communication alternatives when the traditional methods of communication fail. Other face-to-face communication tactics are covered including interview and interrogation, detecting deception, and handling a conflict with confrontation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>DSC 2002 Introduction to Terrorism</b>	<b>4 Quarter Credit Hours</b>
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>DSC 2008 Security: Principles, Planning &amp; Procedures I</b>	<b>4 Quarter Credit Hours</b>
This course, in part I, introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, and principles of crowd and riot control. Additional topics include threat assessment and response, and facility security and vulnerabilities. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>DSC 2210 Emergency Planning &amp; Security Measures I</b>	<b>4 Quarter Credit Hours</b>
This course introduces emergency planning and security measures for corporate security. Students will cover emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability, asset security matters, economic responses from attack (FEMA, state and local assistance), employee evacuation planning, and the development of a security plan. Students will learn the skills necessary for developing data survival tactics, best practices for avoiding disasters and safeguarding corporate assets, conducting risk analysis, identifying and prioritizing assets, and will identify general models for facility protection. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

<b>DSC 2812 Information Technology Security I</b>	<b>4 Quarter Credit Hours</b>
This course introduces students to the components of information security best practices. Topics covered include types of attacks on information, information security services, policy and law with regard to information security, risk assessment, and how to analyze and manage risk. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>DSC 3214 Catastrophic Event Response Planning</b>	<b>4 Quarter Credit Hours</b>
This course examines the response protocol, logistics, responsibilities, interagency support, and concepts of front end planning involved in preparation for a catastrophic event. Students will be introduced to the development of an Emergency Response Plan that will include concepts such as lookout; awareness; communications; escape; safety (LACES); training; and various agency relationships. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>ECO 3007 Macroeconomics</b>	<b>4 Quarter Credit Hours</b>
This course is a study of economics and cultural changes within the economic system, its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, price determination and wages, monopoly, the laws of supply and demand, and production control. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs.000	
<b>ECO 3028 Microeconomics</b>	<b>4 Quarter Credit Hours</b>
This course is the study of economic analysis and includes the market price theory, the theory of the firm, and the theories of production and distribution. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>ENC 1101 Composition I</b>	<b>4 Quarter Credit Hours</b>
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>ENC 1102 Composition II</b>	<b>4 Quarter Credit Hours</b>
This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC1101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>ENC 3211 Report Writing</b>	<b>4 Quarter Credit Hours</b>
Examination, analysis and preparation of written communicative techniques are presented. Emphasis is also placed on research gathering techniques, assimilation of data, and preparation written reports. Prerequisite: ENC 1102. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>EVS 1001 Environmental Science</b>	<b>4 Quarter Credit Hours</b>
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>FIN 1103 Introduction to Finance</b>	<b>4 Quarter Credit Hours</b>
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>HSA 1529 Diseases of the Human Body</b>	<b>4 Quarter Credit Hours</b>
This course provides a study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisite: BSC 1085, BSC 1086. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>HSC 1531 Medical Terminology</b>	<b>4 Quarter Credit Hours</b>
This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building, systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>HUN 1001 Basic Nutrition</b>	<b>2 Quarter Credit Hours</b>
This course is a study of basic nutrition including a discussion of vitamins and minerals necessary to maintain good health, cultural and religious differences that affect nutrition and an analysis of medical diets utilized in the treatment of disease and the maintenance of good health. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
<b>INVP 3100 Theoretical Aspects of Conspiracy Investigations</b>	<b>4 Quarter Credit Hours</b>
This course is designed to provide students with a basic and philosophical understanding of the investigatory process regarding conspiracy crime(s). The students will explore the fundamental and advanced features of investigation, duties and responsibilities of relevant criminal justice entities, information-gathering skills, collection, preservation, and testing of evidence, use of technology, and types of evidence. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>INVP 3300 Methodology of Economic Crimes</b>	<b>4 Quarter Credit Hours</b>
This course will explore current trends in economic crimes and the investigative techniques used to combat these offenses. Relationships between victims and offenders will be examined. Students will understand motives and common methods of operation associated with economic crimes. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

<b>SCC 3004 Private Investigation I</b>	<b>4 Quarter Credit Hours</b>
Upon successful completion of the course, the students will be able to understand the history of private investigations. The students will be able to compare and contrast the role of a private investigator to the role of government investigators. The students will also learn to identify strategies for business development and environment and be able to analyze ethical and liability issues involving private investigations. The student will develop skills for practice techniques and surveillance. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>KYB 107 Keyboarding II</b>	<b>1 Quarter Credit Hour</b>
The objective of this course is to develop speed and accuracy skills using the keyboard. Prerequisite: OST 1141L. Lec. Hrs. 000 Lab Hrs. 020 Other Hrs. 000	
<b>LIS 2004 Introduction to Internet Research</b>	<b>2 Quarter Credit Hours</b>
Provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
<b>MAN 1030 Introduction to Business Enterprise</b>	<b>4 Quarter Credit Hours</b>
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 2021 Principles of Management</b>	<b>4 Quarter Credit Hours</b>
The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 2031 Let's Talk Business</b>	<b>2 Quarter Credit Hours</b>
Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisites: None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 2300 Introduction to Human Resources</b>	<b>4 Quarter Credit Hours</b>
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 2727 Strategic Planning for Business</b>	<b>4 Quarter Credit Hours</b>
This course is designed to help students understand how to integrate knowledge of the various business disciplines and apply that knowledge to the planning and managing of strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies that integrate and apply what is learned. Prerequisites: MAN 1030, FIN 1103 and APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 3100 Human Relations in Management</b>	<b>4 Quarter Credit Hours</b>
A study of individual interpersonal, group, intergroup, and intragroup problems in business organizations. Prerequisites: MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 3344 Principles of Supervision</b>	<b>4 Quarter Credit Hours</b>
A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision making, and effective communication. Prerequisites: MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 3554 Workplace Continuity &amp; Contingency Planning</b>	<b>4 Quarter Credit Hours</b>
This course presents an introduction to workplace continuity and contingency planning. Topics include the need for planning, analyzing the worksite, employee safety and evacuation, risk and threat analysis, operational factors, back up of systems and data, government and corporate planning, prevention, incident response, relocation, and disaster recovery. Prerequisites: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 4302 Management of Human Resources</b>	<b>4 Quarter Credit Hours</b>
An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisites: MAN 2300 or MAN 3100. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 4701 Business Ethics</b>	<b>4 Quarter Credit Hours</b>
This course applies the ethical dimension to business decisions in today's complex political, social, economic and technological environment. Prerequisites: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 4734 Contemporary Management</b>	<b>4 Quarter Credit Hours</b>
This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision-making. Prerequisites: MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MANP 4501 Applied Management Senior Capstone Experience</b>	<b>4 Quarter Credit Hours</b>
The Senior Capstone course utilizes a portfolio approach to help seniors integrate the knowledge gained from their other required business and management courses. Students will conduct research on current industry trends in their chosen career field and will apply relevant business concepts to gain a better understanding of the factors that may affect long-term viability and growth. In addition, students will create a professional development plan tailored for their career field. Prerequisite: MAN 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	



<b>MAR 1011 Introduction to Marketing</b>	<b>4 Quarter Credit Hours</b>
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAR 2305 Customer Relations and Servicing</b>	<b>4 Quarter Credit Hours</b>
Explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAR 3310 Public Relations</b>	<b>4 Quarter Credit Hours</b>
This course is a study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved in public relations are examined and discussed. Prerequisites: MAR 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAT 1033 College Alegbra</b>	<b>4 Quarter Credit Hours</b>
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MCB 1000L: Microbiology Lab</b>	<b>4 Quarter Credit Hours</b>
This course provides the fundamental concepts of microbiology and its relationship to the fields of medicine, industry and agriculture through a lab experience. This includes the study of viruses, bacterial pathogens and fungi. Theory Hrs: 0.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MEA 1006C Therapeutic Communication</b>	<b>2 Quarter Credit Hours</b>
This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
<b>MTB 1103 Business Math</b>	<b>4 Quarter Credit Hours</b>
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>NCS 1000 Networking Concepts</b>	<b>6 Quarter Credit Hours</b>
This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: CTS 1000. Lecture hours: 40. Lab hours: 40.	
<b>NCS 1050 Network Routing</b>	<b>6 Quarter Credit Hours</b>
This course introduces students to internetworking utilizing software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to networked computing: network architecture, network protocols, IP addressing and subnetting, and the Cisco Router User Interface are among the areas to be discussed. Additional topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CTS 1000. Lecture hours: 40. Lab hours: 40.	
<b>NIS 2000 Network Security Fundamentals</b>	<b>6 Quarter Credit Hours</b>
This course is an introduction to the components of network security. It takes a comprehensive look at network security and provides an organized view of the field, including the tools and techniques necessary to safeguard network data. Prerequisite: NOS 1050. Lecture hours: 40. Lab hours: 40.	
<b>NIS 2050 Network Security Implementation</b>	<b>6 Quarter Credit Hours</b>
This course covers the fundamentals of security in networks and focuses on the implementation of security strategies and the configuration, maintenance, monitoring and troubleshooting of the available security features. Through a combination of lectures and hands-on labs, students learn how to plan and deploy secure communications for wireless networks, and remote applications. Prerequisite: NOS 1050. Lecture hours: 40. Lab hours: 40.	
<b>NIS 2100 Network Security Design</b>	<b>6 Quarter Credit Hours</b>
This course builds on the fundamentals of security in networks and focuses on the analysis of network security and the design of security features and strategies. Students learn how to design a secure network infrastructure to meet business requirements via lectures and hands-on labs. Topics include assembling the design team, modeling threats, and analyzing security risks. Prerequisite: NOS 1050. Lecture hours: 40. Lab hours: 40.	
<b>NOS 1000 Network Operating Systems - Client</b>	<b>6 Quarter Credit Hours</b>
This course covers the essential topics necessary to enable students to set up and support the client side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a network operating system desktop environment. Prerequisite: CTS 1000. Lecture hours: 40. Lab hour: 40.	

<b>NOS 1050 Network Operating Systems - Server</b>	<b>6 Quarter Credit Hours</b>
This course covers the essential topics necessary to enable students to set up and support the server side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a network server. Prerequisite: CTS 1000. Lecture hours: 40. Lab hour: 40.	
<b>NSS 2000 Network Infrastructure Implementation</b>	<b>6 Quarter Credit Hours</b>
This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft network operating systems. Working via lessons and hands-on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the network operating system. Prerequisite: NOS 1050. Lecture hours: 40. Lab hours: 40.	
<b>NSS 2050 Network Directory Services</b>	<b>6 Quarter Credit Hours</b>
This course provides the students with the steps necessary to plan, configure, and administer an Active Directory infrastructure. Topics include management methods for a large-scale network directory, group policies, active directory replication, and database maintenance. Prerequisite: NOS 1050. Lecture hours: 40. Lab hours: 40.	
<b>NSS 2100 Network Infrastructure Planning</b>	<b>6 Quarter Credit Hours</b>
This course builds upon the fundamentals of a network operating system and focuses on planning the strategies for deployment of networking components and services as well as on maintaining and troubleshooting them. Through a combination of lectures and hands-on labs, students learn how to plan and implement a secure network access infrastructure by configuring the connections for remote access clients, and manage and monitor network access. Prerequisite: NOS 1050. Lecture hours: 40. Lab hours: 40.	
<b>NUR 1022 Fundamentals of Nursing I</b>	<b>3 Quarter Credit Hours</b>
In this course, the student is introduced to the art and science of nursing; the philosophy and the conceptual framework of the Everest nursing program, as well as the core components of baccalaureate level nursing with a focus on professionalism, assessment and communication. The nursing process is introduced as a tool to assist students to utilize critical thinking when formulating nursing decisions. In the Nursing Skills Lab, students will learn to how to conduct a basic health interview and physical examination with clients in preparation for clinical experiences in Fundamentals II. Characteristics of the individual, which include human development, common health problems, human needs, cultural diversity and considerations are introduced. Students will practice basic nursing adult client care in simulated scenarios in the Nursing Skills Lab. This course provides the basic platform of knowledge, skills and caring upon which subsequent nursing courses are built. Theory Hrs: 20.0 Lab Hrs. 30.0 Other Hrs. 0.0. Prerequisites: BSC 1085/2085L, BSC 1086/2086L	
<b>NUR 1024 Fundamentals of Nursing II</b>	<b>3 Quarter Credit Hours</b>
This course is a continuation of the theory and concepts learned in Fundamentals of Nursing I and continues with the information that introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Theory and procedures related to basic human needs are taught, demonstrated and practiced in class and the nursing skills laboratory. Theory Hrs: 30.0 Lab Hrs: 0.0 Other Hrs: 0.0. Prerequisites: NUR 1022. Co-requisites: 1024L.	
<b>NUR 1024L Fundamentals of Nursing II Clinical</b>	<b>3 Quarter Credit Hours</b>
The clinical portion of the Fundamentals of Nursing II course integrates concepts learned in Fundamentals I and II theory in on-campus labs and healthcare agencies for the purpose of skills practice and competency. Theory Hrs: 0.0 Lab Hrs: 32.0 Other Hrs: 58.0. Prerequisites: NUR 1022 Co-requisites: NUR 1024.	
<b>NUR 2140 Introduction to Pharmacology</b>	<b>3 Quarter Credit Hours</b>
This course is designed to provide nursing students with a knowledge of biological factors influencing drug actions; predictable effects of medications on a physiological problem; modifiers of the predictable effects; commonalities and variations between the actions of medications employed for comparable therapeutic effects; adverse effects of medications that can and do commonly occur and application of the nursing process in drug therapy. Theory Hrs. 30.0 Lab Hrs. 0.0 Other Hrs. 0.0 Prerequisites: MAT 1033, BSC 1085/2085L, BSC 1086/2086L, MCB 2000/1000L, CHM 1101C	
<b>NUR 2210 Nursing Care of the Adult Client I</b>	<b>4 Quarter Credit Hour</b>
This course addresses the standards of practice for less complex nursing care of adults of all ages (to include geriatric clients) and focuses on the use of the nursing process in assisting clients to adapt to their ever-changing health needs. Theory Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0 Prerequisites: NUR 1024/1024L. Co-requisites: NUR 2210L, NUR 2140.	
<b>NUR 2210L Nursing Care of the Adult Client I Clinical</b>	<b>4 Quarter Credit Hours</b>
The clinical portion of the Nursing Care of the Adult Client I course integrates application of the theory learned to use in a variety of settings when caring for the adult/geriatric client with consultation and availability of multiple health care resources. Theory Hrs: 0.0 Lab Hrs. 20.0 Clinical Hrs. 100.0 Prerequisites: NUR 1024/1024L Co-requisites: NUR 2210.	

<b>NUR 2212 Nursing Care of the Adult Client II</b>	<b>4 Quarter Credit Hours</b>
This course builds on the course content of NUR 2210 and focuses on the nursing care of adults/geriatric client with altered health states. The nursing process is used as a continuing theme to integrate classroom theory with more complex clinical nursing care. Theory Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0 Prerequisites: NUR 2210, 2210L. Co-requisites: NUR 2212L.	
<b>NUR 2212L Nursing Care of the Adult Client II Clinical</b>	<b>4 Quarter Credit Hours</b>
The clinical portion of the Nursing Care of the Adult Client II course integrates the theory learned in caring for the adult/geriatric client in clinical sites. This clinical portion builds from the content of NUR 2212 Theory Hrs. 0.0 Lab Hrs. 16.0 Clinical Hrs. 104.0 Prerequisites: NUR 2210, 2210L. Co-requisites: NUR 2212.	
<b>NUR 3066C Physical Examination and Health Assessment</b>	<b>4 Quarter Credit Hours</b>
This course focuses on techniques of physical examination and client health assessment. Emphasizes the assessment phase of the nursing process using critical thinking to enable the student to perform health evaluations of health status throughout the life span. Theory Hrs. 30.0 Lab Hrs. 20.0 Other Hrs. 0.0 Prerequisite: BSC 1085/2085L, BSC 1086/2086L, NUR 1022.	
<b>NUR 3125 Pathophysiology for Nursing</b>	<b>4 Quarter Credit Hours</b>
This course presents an in-depth study of cellular alterations in organ systems as they relate to selected disease states that impact the health of individuals. Emphasis is placed on critical thinking and decision making related to these alterations in homodynamic balance, their presentation and implications for nursing practice. Age-related, cultural, and ethnic variations are explored. Theory Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0 Prerequisite: BSC 1085/2085L, BSC 1086/2086L, MCB 2000/1000L.	
<b>NUR 3145 Pharmacology in Nursing Practice</b>	<b>4 Quarter Credit Hours</b>
This course enhances the professional nursing student understanding of the principles of pharmacology and drug therapies, pharmacologic-therapeutic classes of drugs, and important drug information resources. Emphasis is placed on nurse's role in drug administration, the nursing process with patient teaching, application in nursing practice, and legal and ethical responsibilities for administering drugs. Theory Hrs. 40.0 Lab Hrs. 0.0 Other hrs. 0.0. Prerequisites: NUR 2140.	
<b>NUR 3442 Maternal and Child Nursing</b>	<b>8 Quarter Credit Hours</b>
This course is designed to present the concepts of health and illness from conception through adolescence. The nursing process, growth and development and therapeutic self-care needs of the family are integrated throughout. Included are childbearing processes and child development, as well as common childbearing and child development health problems. Related pharmacology is also presented. Theory Hrs: 80.0 Lab Hrs. 0.0 Other Hrs. 0.0. Prerequisites: NUR 2212, 2212L. Co-requisites: NUR 3440L.	
<b>NUR 3442L Maternal and Child Nursing Clinical</b>	<b>4 Quarter Credit Hours</b>
The clinical portion of the Maternal and Child course integrates the theory in providing care with obstetric and pediatric clients in acute care agencies, community health agencies, schools and in simulated experiences in the nursing computer and skills lab. Theory Hrs. 0.0 Lab Hrs. 16.0 Clinical Hrs. 104.0 Prerequisites: NUR 2212, 2212L. Co-requisites: NUR 3440.	
<b>NUR 3514 Mental Health Nursing</b>	<b>4 Quarter Credit Hours</b>
This course is a study of the nurse's role in caring for clients experiencing alterations in mental health and those experiencing mental illness throughout the life span. Theory Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0 Prerequisites: NUR 2212, 2212L, SOP 4005, PSY 2012. Co-requisites: NUR 3513L.	
<b>NUR 3514L Mental Health Nursing Clinical</b>	<b>3 Quarter Credit Hours</b>
The clinical portion of the Mental Health Nursing course integrates the theory learned in class to care for clients in various mental health agencies, long term care facilities and other agencies where the student will receive experiences with clients experiencing alterations in mental health. The focus is on the role of the nurse in mental health and illness through the lifespan utilizing the nursing process. Theory Hrs. 0.0 Lab Hrs. 8.0 Clinical Hrs. 82.0 Prerequisites: NUR 2212, 2212L, PSY 2012, DEP 2000. Co-requisites: NUR 3513.	
<b>NUR 3244 Advanced Nursing Practice</b>	<b>4 Quarter Credit Hours</b>
This course builds on the content of the previous nursing courses and continues the focus on nursing care of clients with altered health states of a very complex nature. The nursing process is used as a continuing theme to integrate advanced classroom theory with clinical practice. Theory Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0 Prerequisites: NUR 2212, 2212L. Co-requisites: NUR 3244L.	
<b>NUR 3244L Advanced Nursing Practice Clinical</b>	<b>4 Quarter Credit Hours</b>
The clinical portion of the course applies the theory learned in Advanced Nursing Care by focusing on providing complex care to clients in multiple specialty clinical sites/areas. Theory Hrs. 0.0 Lab Hrs. 16.0 Clinical Hrs. 104.0 Prerequisites: NUR 2212, 2212L. Co-requisites: NUR 3244.	
<b>NUR 3826 Ethical Legal Aspects of Nursing and Health Care</b>	<b>4 Quarter Credit Hours</b>
Legal and ethical aspects of the nurse's role in the delivery and management of health care are examined in this course. Focus on ethical decision-making in health care situations will be addressed. The course will explore the impact of health policy changes on nursing practice and the delivery of health care to culturally diverse clients throughout the lifespan. Theory Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0 Prerequisite: None. Co-requisites: None.	

<b>NUR 4637 Community and Public Health Nursing</b>	<b>4 Quarter Credit Hours</b>
This course introduces the concepts and principles basic to the development and maintenance of the community's health and relates them to the practice of the health professional. The epidemiological process guides the survey of current major health issues. The course focuses on the health issues of underserved, vulnerable, or culturally diverse, rural or urban communities and populations at local, state, national, and global levels. Theory Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0 Prerequisites: NUR 2212, 2212L, 3440, 3440L, 3513, 3513L. Co-requisites: NUR 4637L.	
<b>NUR 4637L Community and Public Health Nursing Clinical</b>	<b>4 Quarter Credit Hours</b>
The clinical portion of the course integrates and applies the theory in a variety of community- and population-based settings with consultation and availability of multiple health care resources and in collaboration with underserved, vulnerable, or culturally diverse, rural or urban communities and populations. The nursing process guides the community/population-based assessment of current major health issues, and the design, implementation, and evaluation of a community/population-appropriate and acceptable nursing intervention. Theory Hrs. 0.0 Lab Hrs. 0.0 Clinical Hrs. 120.0 Prerequisites: NUR 2212, 2212L, 3440, 3440L, 3513, 3513L. Co-requisites: NUR 4637.	
<b>NUR 4166 Nursing Research</b>	<b>4 Quarter Credit Hours</b>
This course is an overview of the role and scope of research as it relates to the formation of nursing knowledge and the application to nursing practice. Emphasis is placed on critically evaluating nursing research studies and understanding the importance of utilizing research for evidenced based practice. Theory Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0 Prerequisite: NUR 4870, 3826, STA 2014. Co-requisites: None.	
<b>NUR 4827 Nursing Roles: Management and Leadership</b>	<b>4 Quarter Credit Hours</b>
This course introduces the management functions and leadership roles of professional registered nurses within the structure of a health care organization. Theory Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0 Prerequisites: NUR 3826, 3244, 3244L. Co-requisites: NUR 4827L.	
<b>NUR 4827L Nursing Roles: Management and Leadership Clinical</b>	<b>4 Quarter Credit Hours</b>
This course introduces the practicum portion of the management functions and leadership roles of professional registered nurses within the structure of a health care organization. Theory Hrs. 0.0 Lab Hrs. 0.0 Clinical Hrs. 120.0 Prerequisites: NUR 3826, 3244, 3244L. Co-requisites: NUR 4827.	
<b>NUR 4836 Professional Nursing Role Synthesis</b>	<b>4 Quarter Credit Hours</b>
This course provides the opportunity for students to synthesize knowledge from liberal arts and nursing as basis for professional nursing practice. Students recognize the leadership role of the professional nurse in assessing, planning, implementing and evaluating nursing care in various health care settings. Students will have the opportunity to share experiences and to discuss trends and issues which influence change in professional nursing practice. Theory Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0 Prerequisites: NUR 4827. Co-requisites: NUR 4836L.	
<b>NUR 4836L Professional Nursing Role Practicum</b>	<b>4 Quarter Credit Hours</b>
This course provides the opportunity for students to synthesize knowledge from liberal arts and nursing as basis for professional nursing practice. Students will demonstrate synthesis of knowledge through the implementation of a change project utilizing the nursing process in a selected clinical setting. Theory Hrs. 0.0 Lab Hrs. 0.0 Clinical Hrs. 120.0 Prerequisites: NUR 4637L. Co-requisites: NUR 4836.	
<b>NUR 4893 Nurse as Educator</b>	<b>4 Quarter Credit Hours</b>
This course introduces the student to the theory and principles of nursing education in preparation for the teaching role in healthcare institutions. Emphasis is placed on adult learning theory, role transition of the clinical educator, practical skills, legal and ethical issues, and current trends in nursing education. Theory Hrs. 40.0 Lab Hrs. 0.0 Other Hrs. 0.0 Prerequisite: None Co-requisites: None.	
<b>NUR 4965 NCLEX Review</b>	<b>2 Quarter Credit Hours</b>
The focus of this course is to review materials, theory and clinical, to prepare the student for taking the NCLEX™ RN licensure examination and for the student's future role as a professional nurse. Students will participate in case studies, clinical scenarios and practice in the nursing skills lab as needed. Theory Hrs. 20.0 Lab Hrs. 0.0 Other Hrs. 0.0 Prerequisites: All program courses. Co-requisites: None	
<b>OST 1141L Keyboarding</b>	<b>2 Quarter Credit Hours</b>
Designed to familiarize the student with basic keyboarding and developing minimum typing skills. Prerequisite: None. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000	
<b>OST 1491C Electronic Communication</b>	<b>2 Quarter Credit Hours</b>
This course provides a complete overview of electronic communication. There is an emphasis on navigation and integration of e-mail software utilizing Microsoft Outlook. Students will become familiarized with electronic documentation, while learning important skills such as opening and editing E-mail, sending attachments, creating contacts, managing mail, scheduling appointments, scheduling meetings, scheduling events, creating and updating tasks, integrating calendars with other office components, and printing E-mail sent documents. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	

<b>OST 2335 Business Communications</b>	<b>4 Quarter Credit Hours</b>
Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC 1101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>OST 2711C Introduction to Word Processing</b>	<b>2 Quarter Credit Hours</b>
This course provides an introduction to word processing. There is an emphasis on terminology, and the creation and editing of simple documents. Students will create, edit, spell check, save, and print a document. In addition, they will apply character formatting to a document. Students will perform file management skills such as saving a document under the same and a different name, locating, opening, and closing an existing document, and creating a subdirectory. Prerequisite: OST 1141L. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
<b>OST 2712C Intermediate Word Processing</b>	<b>4 Quarter Credit Hours</b>
This intermediate course in word processing focuses on enhancing the student's ability to manipulate paragraphs and documents through the use of tabs, margins, spacing, borders, and shadings. Emphasis is placed on creating more informative and organized documents through the use of charts, graphs, tables, headers and footers. Advanced file management skills are discussed as well. Prerequisite: OST 2711C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>OST 2724C Advanced Word Processing</b>	<b>4 Quarter Credit Hours</b>
This course provides students with the remaining tools required to perform advanced business word processing. Upon successful completion of the course the student should be familiar with all the Microsoft Word commands and functions. There is a focus on mail merge, while more efficient and professional documents are obtained through the use of templates, wizards, and graphics. The creation and modification of such tools is discussed intensively. Prerequisite: OST 2712C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CGS 2501 Applied Word Processing</b>	<b>4 Quarter Credit Hours</b>
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>PLA 1003 Introduction to Paralegal</b>	<b>4 Quarter Credit Hours</b>
This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 1105 Legal Research and Writing I</b>	<b>4 Quarter Credit Hours</b>
This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>PLA 2106 Legal Research and Writing II</b>	<b>4 Quarter Credit Hours</b>
This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA 1105. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>PLA 2203 Civil Procedure</b>	<b>4 Quarter Credit Hours</b>
This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2273 Torts</b>	<b>4 Quarter Credit Hours</b>
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2363 Criminal Procedure and the Constitution</b>	<b>4 Quarter Credit Hours</b>
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite: None. Lec. Hrs. 040 lab Hrs. 000 Other Hrs. 000	

<b>PLA 2423 Contract Law</b>	<b>4 Quarter Credit Hours</b>
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2433 Business Organizations</b>	<b>4 Quarter Credit Hours</b>
This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2460 Bankruptcy</b>	<b>4 Quarter Credit Hours</b>
Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2483 Introduction to Administrative Law</b>	<b>4 Quarter Credit Hours</b>
This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2600 Wills, Trusts, and Probate</b>	<b>4 Quarter Credit Hours</b>
This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2610 Real Estate Law</b>	<b>4 Quarter Credit Hours</b>
This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2631 Environmental Law</b>	<b>4 Quarter Credit Hours</b>
This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2763 Law Office Management</b>	<b>4 Quarter Credit Hours</b>
This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2800 Family Law</b>	<b>4 Quarter Credit Hours</b>
Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2930 Contemporary Issues and Law</b>	<b>4 Quarter Credit Hours</b>
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: None. Lec. Hrs. 40 Lab Hrs. 000 Other Hrs. 000	
<b>PLA 2940 Paralegal Externship</b>	<b>4 Quarter Credit Hours</b>
This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved law office or other suitable location for 120 hours. Prerequisites: Available to Paralegal students in their last or next to last quarter before graduating with an Associate degree. Students must have a good attendance record, have a 3.0 GPA in the major core courses, and obtain the approval of the Program Director. Students below a 3.0 GPA must secure the approval of both the Program Director and the Dean to enroll in the Externship course. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120	

<b>POS 2041 American National Government</b>	<b>4 Quarter Credit Hours</b>
A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Prerequisite: None. Lecture Hrs. 040 Lab. Hrs. 000 Other Hrs. 000	
<b>PS 205 Geography of Western Hemisphere</b>	<b>4 Quarter Credit Hours</b>
Analysis of elements necessary for the development of tourism destinations in the Western Hemisphere. An introduction to major destinations within North and South America, and the interrelationships of their social, economic and physical aspects. Emphasis will be placed on tourist destinations most visited by residents of the United States. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PS 210 Geography of Eastern Hemisphere</b>	<b>4 Quarter Credit Hours</b>
Analysis of elements necessary for the development of tourism destination in the Eastern Hemisphere. An introduction to major destinations within Europe, Africa, Asia, and the South Pacific areas, and the interrelationships of their social, economic and physical aspects. Emphasis will be placed on tourist destinations most visited by residents of the United States. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PSY 2012 General Psychology</b>	<b>4 Quarter Credit Hours</b>
This course is designed to provide students with an understanding of the general principles of psychology and theories underlying modern psychology. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>PTN 1703 Pharmaceutical Calculations</b>	<b>4 Quarter Credit Hours</b>
In this course, students will be introduced to pharmaceutical calculations. Subjects covered include systems of measurements and conversions between each, actual pharmaceutical calculations of drug dosages, and working with compounds, admixtures, and parenteral and IV medications. Theory Hrs. 30.0 Lab Hrs. 20.0 Other Hrs. 0.0 Prerequisites: PTN 1704 (Except for Nursing Students)	
<b>SBM 2000 Small Business Management</b>	<b>4 Quarter Credit Hours</b>
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>SCC 1102 Business &amp; Ethics for Security Specialists</b>	<b>4 Quarter Credit Hours</b>
This course introduces the student to business management, organizational leadership and business ethics. Topics will include corporate structure and values, strategic management, leadership, ethical values, and models of ethical decision making. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios. Application projects will emphasize how business knowledge will help a Homeland Security Specialist. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>SLS 1105 Strategies for Success</b>	<b>4 Quarter Credit Hours</b>
This course is designed to equip students for transitions in their education and life. Includes introduction to the University and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>SLS 1110 Strategies for Nursing Success</b>	<b>2 Quarter Credit Hours</b>
This course is designed to equip students for transitions in their nursing education and life. The course includes introduction to the campus and its resources, study skills, test-taking skills, critical thinking, medical terminology, communication and written skills and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Theory Hrs. 20 Lab Hrs. 0.0 Other Hrs. 0.0	
<b>SLS 1321 Career Skills and Portfolio Development (previously known as Career Skill)</b>	<b>2 Quarter Credit Hours</b>
A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
<b>SLS 1354 Workplace Relationships</b>	<b>2 Quarter Credit Hours</b>
This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks. Prerequisites: None Lecture Hours: 20.0; Lab Hours: 00.0; Other Hours: 00.0	
<b>SLS 1505 Basic Critical Thinking</b>	<b>2 Quarter Credit Hours</b>
This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	

<b>SLSP 3130 Principles and Applications of Adult Learning</b>	<b>4 Quarter Credit Hours</b>
This course offers an exploration of the principles and applications of adult learning theory, including goal-directed orientations to learning, participation factors for adult learners, and adult learner demographics. The course also addresses the connection between memory, cognition, and the brain, as they relate to the adult learning process. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>SOP 4005 Social Psychology</b>	<b>4 Quarter Credit Hours</b>
Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY2012. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>SPC 2017 Oral Communications</b>	<b>4 Quarter Credit Hours</b>
This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>SPCP 2300 Fundamentals of Interpersonal Communication</b>	<b>4 Quarter Credit Hours</b>
The dynamics of interaction between people in personal, social and workplace situations are explored to better understand how interpersonal communication shapes relationships. Exploration will occur through readings, discussion, and application exercises. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>STA 2014 Statistics</b>	<b>4 Quarter Credit Hours</b>
This course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Prerequisite: MAT 1033. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>STS 2007 Surgical Pharmacology</b>	<b>4 Quarter Credit Hours</b>
This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Prerequisite: MAT 1033. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>STS 2171C Surgical Technology I</b>	<b>4 Quarter Credit Hours</b>
This course is designed to provide the student with an overall understanding and the hands-on skills involved in following medical and surgical aseptic techniques and in providing basic pre-operative care to the surgical patient. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>STS 2172C Surgical Technology II</b>	<b>4 Quarter Credit Hours</b>
This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment. Prerequisites: STS 2171C, STS 2173C, MCB 2000. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>STS 2173C Surgical Procedures I</b>	<b>6 Quarter Credit Hours</b>
This course is designed to provide the student with an overall understanding of the theory and hands-on applications involved in general surgery, as well as specific surgical procedures involving the gastrointestinal system, the reproductive system and obstetrics, and the genitourinary system. Prerequisite: BSC 1085, BSC 1086 and HSC 1531. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000	
<b>STS 2174C Surgical Procedures II</b>	<b>6 Quarter Credit Hours</b>
This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical procedures of the ear, nose, and throat, ophthalmic surgery, plastic surgery, orthopedic surgery, surgery of the nervous system, thoracic surgery, and cardiovascular and peripheral vascular surgery. Prerequisite: STS 2173C. Lec. Hrs. 040 Lab Hrs. 040 Other Hrs. 000	
<b>STS 2175C Clinical Rotation I</b>	<b>5 Quarter Credit Hours</b>
This 150-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. (Student must complete STS 2171C, STS 2173C, and MCB 2000 prior to taking this course). Prerequisite: STS 2171C, STS 2173C, & MCB 2000. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 150	
<b>STS 2176C Clinical Rotation II</b>	<b>11 Quarter Credit Hours</b>
This course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. During this rotation, students will rotate throughout the operating room, as well as other surgical and non-surgical departments, including the obstetrics delivery room, emergency room, and out-patient surgery department. Prerequisites: All Major Core. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 350	
<b>SYG 2000 Principles of Sociology</b>	<b>4 Quarter Credit Hours</b>
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>SYP 2742 Death and Dying</b>	<b>4 Quarter Credit Hours</b>
This course examines the issues related to death and dying. Beliefs, rituals, and behaviors of a variety of cultures (past and present) will be examined. Special emphasis will be placed on current topics such as euthanasia, cryogenics, and other individual options. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	



**WPR 105 Beginning Word Processing****4 Quarter Credit Hours**

The student will be introduced to beginning word processing. The student will be taught how to format, create, edit, store, and print text. Additional features include tables, blocks, and special print effects and electronic dictionary. Thirty hours of out-of-class projects required. Prerequisite: OST 1141L. Lec. Hrs. 020 Lab Hrs. 040 Other Hrs. 000

## CORINTHIAN COLLEGES, INC.

**The following schools in the United States are owned by Corinthian Colleges, Inc.:**

<p><b>Everest College</b>  Alhambra, CA (main campus)  Anaheim, CA (main campus)  Arlington, TX (additional location of Everest Institute, Rochester, NY)  Arlington, VA (additional location of Everest College, Thornton, CO)  Aurora, CO (additional location of Everest College, Thornton, CO)  Atlanta West, GA (branch of Everest College, Reseda, CA)  Bedford Park, IL (branch of Everest College, Alhambra, CA)  Bremerton, WA (main campus)  Burr Ridge, IL (branch of Everest College, Skokie, IL)  Chesapeake, VA (additional location of Everest College, Newport News, VA)  Chicago, IL (branch of Everest College, San Francisco, CA)  City of Industry, CA (branch of WyoTech, Long Beach, CA)  Colorado Springs, CO (main campus)  Dallas, TX (additional location of Everest College, Portland, OR)  Everett, WA (additional location of Everest College, Bremerton, WA)  Fort Worth, TX (additional location of Everest College, Salt Lake City, UT)  Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO)  Gardena, CA (main campus)  Hayward, CA (main campus)  Henderson, NV (main campus)  Los Angeles (Wilshire), CA (main campus)  McLean, VA (additional location of Everest College, Colorado Springs, CO)  Melrose Park, IL (branch of Everest College, Skokie, IL)  Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)  Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL)  Milwaukee, WI (branch of Everest University, Tampa, FL)  Newport News, VA (main campus)  North Aurora, IL (branch of Everest Institute, Brighton, MA)  Ontario, CA (main campus)  Ontario (Metro), CA (additional location of Everest College, Springfield, MO)  Portland, OR (main campus)  Renton, WA (main campus)  Reseda, CA (main campus)  Salt Lake City, UT (main campus)  San Bernardino, CA (main campus)  San Francisco, CA (main campus)  San Jose, CA (main campus)  Santa Ana, CA (additional location of Everest College, Colorado Springs, CO)  Seattle, WA (main campus)  Skokie, IL (main campus)  Springfield, MO (main campus)  St. Louis (Earth City), MO (additional location of Everest College, Bremerton, WA)  Tacoma, WA (additional location of Everest College, Bremerton, WA)  Thornton, CO (main campus)  Torrance, CA (main campus)  Vancouver, WA (additional location of Everest College, Portland, OR)  Vancouver, WA (additional location of Everest College, Seattle, WA)  West Los Angeles, CA (main campus)</p> <p><b>Everest College Phoenix</b>  Phoenix, AZ (main campus)  Mesa, AZ (branch of Everest College Phoenix, AZ)</p> <p><b>Everest Institute</b>  Austin, TX (branch of Everest Institute, Southfield, MI)  Bensalem, PA (additional location of Everest College, Seattle, WA)  Brighton, MA (main campus)  Chelsea, MA (branch of Everest College, Alhambra, CA)  Cross Lanes, WV (main campus)  Dearborn, MI (branch of Everest Institute, Southfield, MI)</p>	<p>Decatur, GA (branch of Everest Institute, Cross Lanes, WV)  Detroit, MI (branch of Everest Institute, Southfield, MI)  Eagan, MN (branch of Everest Institute, Cross Lanes, WV)  Fort Lauderdale, FL (additional location of Everest Institute, Kendall, FL)  Gahanna, OH (branch of Everest College, Ontario, CA)  Grand Rapids, MI (main campus)  Hialeah, FL (additional location of Everest Institute, Miami, FL)  Houston (Bissonnet), TX (branch of Everest College, Renton, WA)  Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)  Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)  Jonesboro, GA (branch of Everest College, Ontario, CA)  Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)  Marietta, GA (branch of Everest College, Reseda, CA)  Miami (Kendall), FL (main campus)  Miami, FL (main campus)  Norcross, GA (branch of Everest College, Gardena, CA)  Pittsburgh, PA (main campus)  Portland (Tigard), OR (additional location of Everest College, Seattle, WA)  Rochester, NY (main campus)  San Antonio, TX (main campus)  Southfield, MI (main campus)  South Plainfield, NJ (branch of Everest Institute, Southfield, MI)  Silver Spring, MD (additional location of Everest College, Portland, OR)</p> <p><b>Everest University</b>  Tampa (Brandon), FL (additional location of Everest University Tampa, FL)  Jacksonville, FL (additional location of Everest University, Largo, FL)  Lakeland, FL (additional location of Everest University, Largo, FL)  Largo, FL (main campus)  Melbourne, FL (additional location of Everest University, North Orlando, FL)  North Orlando, FL (main campus)  Orange Park, FL (additional location of Everest University, Tampa, FL)  Pompano Beach, FL (main campus)  South Orlando, FL (additional location of Everest University, North Orlando, FL)  Tampa, FL (main campus)</p> <p><b>WyoTech</b>  Blairsville, PA (branch of WyoTech, Laramie, WY)  Daytona Beach, FL (main campus)  Fremont, CA (main campus)  Laramie, WY (main campus)  Long Beach, CA (main campus)  Sacramento, CA (branch of WyoTech, Laramie, WY)</p> <p><b>Heald College</b>  Concord, CA (main campus)  Fresno, CA (main campus)  Hayward, CA (main campus)  Honolulu, HI (branch of Heald College, San Francisco)  Modesto, CA (branch of Heald College, Hayward)  Portland, OR (branch of Heald College, San Francisco)  Rancho Cordova, CA (main campus)  Roseville, CA (main campus)  Salinas, CA (main campus)  San Francisco, CA (main campus)  San Jose, CA (Milpitas) (main campus)  Stockton, CA (main campus)</p>
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<b>The following schools in Canada are owned by Corinthian Colleges, Inc.:</b>	
<p><b>Everest College of Business, Technology, and Healthcare</b>            All Canadian locations listed below are branches of Everest College Canada, Inc.</p> <ul style="list-style-type: none"> <li>Barrie, Ontario</li> <li>Brampton, Ontario</li> <li>Hamilton City Centre, Ontario</li> <li>Hamilton Mountain, Ontario</li> <li>Kitchener, Ontario</li> <li>London, Ontario</li> <li>Mississauga, Ontario</li> </ul>	<ul style="list-style-type: none"> <li>Nepean, Ontario</li> <li>New Market, Ontario</li> <li>North York, Ontario</li> <li>Ottawa-East, Ontario</li> <li>Scarborough, Ontario</li> <li>Sudbury, Ontario</li> <li>Thunder Bay, Ontario</li> <li>Toronto College Park (South), Ontario</li> <li>Windsor, Ontario</li> </ul>

## STATEMENT OF OWNERSHIP

This campus is owned and operated by Rhodes Colleges, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

<b>CORINTHIAN COLLEGES, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino Terry O. Hartshorn Paul R. St. Pierre Linda Arey Skladany Hank Adler Alice T. Kane Robert Lee Tim Sullivan John Dionisio Sharon P. Robinson	Jack D. Massimino Kenneth S. Ord  Beth A. Wilson Mark L. Pelesh William Buchanan Stan Mortensen  Robert Botic Robert C. Owen David Poldoian Steve Quattrociochi Michael Benvenuti Eeva Deshon Dave Whiteford Rupert Altschuler Gary Gruber Melissa Flores Anna Marie Dunlap  Richard Simpson Carmella Cassetta Jim Wade Roger Van Duinen	Chairman and Chief Executive Officer Executive Vice President, Chief Financial Officer and Chief Administrative Officer Executive Vice President Executive Vice President, Legislative and Regulatory Affairs Executive Vice President, Marketing Executive Vice President, General Counsel and Corporate Secretary Executive Vice President, Operations Senior Vice President and Chief Accounting Officer Chief Compliance Officer Group President, Online Group President, Everest East President of Heald College Division President, Everest South Division President, Everest Canada Division President, Everest Central Division President, Everest Florida Senior Vice President, Investor Relations & Corporate Communications Senior Vice President and Chief Academic Officer Senior Vice President and Chief Information Officer Senior Vice President, Human Resources Senior Vice President, Marketing
<b>RHODES COLLEGES, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino Kenneth S. Ord Beth A. Wilson	Jack D. Massimino Kenneth S. Ord Beth A. Wilson Stan A. Mortensen  Robert C. Owen	Chairman of the Board, President and Chief Executive Officer Executive Vice President and Chief Financial Officer Executive Vice President Executive Vice President, General Counsel and Corporate Secretary Chief Accounting Officer, Treasurer and Assistant Secretary

## APPENDIX A: FACULTY AND STAFF LISTING

<b>ADMINISTRATION</b>		
Rebecca Peregrine	Campus President	MA in Organizational Mgt - University of Phoenix BS in Business Management
Kristal Kareh	Academic Dean	BS Business Management – University of Utah; AS Business – Utah Valley University
Loreen Cleveland	Manager, Student Services	BS Applied Management – Everest College; AS Paralegal – Everest College
Jim Eggers	Director of Admissions	
Jorge Rivas	High School Admissions Director	BA Liberal Studies – Cal State San Bernardino
James Dineen	Manager, Student Accounts	AS, Business and Accounting – Everest College, West Valley City, UT
Geeta Maharaj	Campus Nursing Director	DNP – University of Utah MSN – University of California, Los Angeles – Pediatric Nurse Practitioner BSN- University of Tennessee
Nick Posson	Director of Student Finance	MAED - University of Phoenix; BA - Journalism and Media Studies - UNLV
Rob Peterson	Director of Career Services	MBA -University of Phoenix BS - Utah Valley University AS - Brigham Young University - Idaho
Matthew Jacques	Librarian	MLS – University of Alabama; BA English – University of Utah
Sherry Bittle	Registrar	
Sheryl Riley	Student Loan Specialist	
Rebekah Whetsel	Student Loan Specialist	
Rodny Garcia	Online Coordinator	
Idolina Quijada	Sr. Administrative Assistant	
<b>CAREER SERVICES</b>		
Debbie Christiansen	Career Services Representative	Certificate -Universal Accounting Institute
Jon Telford	Career Services Representative	BBSM – Western Governors University, AS -Salt Lake Community College
Nathan Fairclough	Career Services Representative	AS - Salt Lake Community College
Tiffany Sorenson	Externship Coordinator	Certificate – Medical Assisting – Stevens Henegar
<b>FINANCIAL</b>		
Arryon DiFebo	Financial Planner	
Crystal Kent	Financial Planner	MBA- University of Phoenix
Shawn Sheppick	Financial Planner	
Gabriel Maldonado	Financial Processor	BA- University of Phoenix
Misti Christiansen	Financial Processor	BS- Idaho State University
<b>ADMISSIONS</b>		
Christine Smith	Admissions Representative	
Heath Southworth	Admissions Representative	
Kacey Pearce	Admissions Representative	
Kimberly Hales	Admissions Representative	
Lisa Surfass	Admissions Representative	
Maureen Richardson	Admissions Representative	Bachelors of Behavioral Science, University of Utah
Michael Dalebout	Admissions Representative	
Sarah Isaacson	Admissions Representative	Bachelor of Art, Utah Valley University
Stephen Faragher	Admissions Representative	
<b>HIGH SCHOOL ADMISSIONS</b>		
Jill Vath	High School Admissions Representative	
Rachel Eyre	High School Admissions Representative	
Scott Standriff	High School Admissions Representative	Bachelors of Fine Arts, Utah State University
Kevin Nixon	High School Coordinator	Associates Degree in Humanities, Utah Valley University
Lee Basquin	High School Coordinator	

<b>PROGRAM DIRECTORS</b>		
Geeta Maharaj, DNP	Nursing	Doctor of Nursing Practice (DNP) – Univ of Utah; MSN from UCLA
Michelle Grubbs-Smith	Allied Health – Medical Assistant, Medical Administrative Assistant, Medical Insurance Billing and Coding and Pharmacy Technician	BA – Biology/Music – Southwestern University; AA and AS – PreMed – Frank Phillips College
Sarah Miles	Surgical Technologist	BS Behavioral Science and Health – University of Utah
Scot Loizos	Criminal Justice, Paralegal, Business, Computer Information Science, and Accounting	MBA – University of Phoenix; BS Criminal Justice – Weber State University
<b>Accounting/Business/POA</b>		
Patricia Underwood	Accounting	MBA, Webster University BBA, Accounting, Washburn University
<b>Computer Information Science</b>		
Brian Nilsen	Computer Information Science	MS, IT American Intercontinental University; BS, Business Management - BYU
<b>Criminal Justice/Paralegal</b>		
Dana Thomas	Criminal Justice	MCJ – Weber State University; BS Criminal Justice / Psychology – Weber State University
Gordon Everitt	Paralegal	BS - Ohio Christian College Diploma - Mountain West Junior College
Jamie Gossett	Paralegal	AA Paralegal, Community College of the Air Force
Michelle Havranek	Criminal Justice	MS – Criminal Justice – University of Phoenix; BS – Sociology – University of Utah
Tony Mason	Criminal Justice	BA Criminal Justice – Columbia College
<b>General Education</b>		
Daysi Hernandez	General Education	MBA – University of Phoenix; BA Chicano Studies – Cal State Northridge
Jule Marine	General Education	Master of Education – University of Utah; BA English – University of Utah
Steven Suggs	General Education	MAED – University of Phoenix; BS Speech Communication – University of Utah; ESL Endorsement – Southern Utah University
<b>Medical/Surgical Technologist/Medical Insurance Billing and Coding</b>		
Andrea Lobato	Medical Insurance Billing and Coding	Diploma, Everest College
Aubrey Wilkinson	Medical Administrative Assistant	BS Psychology – University
Darce Latsis	Medical Assistant / Medical Administrative Assistant	Diploma – Medical Assistant – Utah Career College; CMA - AAMA
Kaylie Walkington	Surgical Technician	BS – Behavioral Science and Health; University of Utah
Marina Baiza	Medical Assistant	Diploma – Modern Technology College; North Hollywood, CA; CMA – Medical Assistant Certificate AAMA
Melissa Urquhart	Medical Assistant	Diploma, Ross Medical Education Center
Ryan Ostler	Lead Instructor – Medical Assistant	Certificate, Medical Assisting
Simeon Schutz	Medical Assistant	CPT – National Healthcareer Association
Stacie Gibson	Medical Assistant	AS Medical Assisting, Mountain West College; CMA - AAMA
Sugey Briones	Surgical Technician Preceptor	AS Surgical Technologist, National Surgical
<b>Nursing</b>		
Jacqueline Hyland	Nursing	MSN , University of Utah BSN- Weber State University ADN – Weber State University Certified Women's Health Nurse Practitioner and Certified Nurse Midwife
<b>Pharmacy Technician</b>		

Muy Lair	Pharmacy Technician	License – Pharmacy Technician – Salt Lake Community College
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## APPENDIX B: TUITION AND FEES

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
<b>Modular programs</b>				
Medical Administrative Assistant	8 Months	47	\$16,702	\$1,390.76
Medical Assistant	8 Months	47	\$16,702	\$1,343.99
Medical Insurance Billing and Coding	8 Months	47	\$16,801	\$1,931.98
Pharmacy Technician	8 Months	48	\$15,806	\$907.18
<b>Quarter-based programs**</b>				
Accounting – AS	24 Months	96	\$39,360 \$410/credit	\$400/quarter
Business – AS	24 Months	96	\$38,976 \$406/credit	\$400/quarter
Computer Information Science – AS	24 Months	96	\$39,360 \$410/credit	\$400/quarter
Criminal Justice – AS	24 Months	96	\$39,360 \$410/credit	\$400/quarter
Paralegal – AS	24 Months	96	\$44,064 \$459/credit	\$400/quarter
Surgical Technologist – AS	24 Months	98	\$47,040 \$480/credit	\$400/quarter
Applied Management – BS	48 Months	192	\$55,872 \$291/credit	\$400/quarter
Computer Information Science – BS	48 Months	192	\$55,872 \$291/credit	\$400/quarter
Criminal Justice – BS	48 Months	192	\$55,872 \$291/credit	\$400/quarter
Nursing – BS	42 Months	201	\$71,757 \$357/credit	\$600/quarter
Effective for programs starting July 1, 2011 and after				
** Tuition for quarter-based programs will be charged on a quarterly basis.				

### Additional Fees

Library Fine	Actual cost of book(s)
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\*Exception: Students are provided one official transcript free of charge upon completing graduation requirements. Additional fees, not included in the above costs, may be assessed. Please see textbook cost sheet for estimated quarterly charges.



## APPENDIX C: ACADEMIC CALENDARS

### QUARTER-BASED PROGRAMS

FY 2010 – 2011 Academic Calendar				
Summer Term Starts		July	12	2010
Summer Term Drop/Add Deadline		July	25	2010
Mini-Term Starts		August	23	2010
Mini-Term Drop/Add Deadline		August	29	2010
Labor Day Holiday		September	6	2010
Micro-Term Starts		September	13	2010
Summer Term Ends		October	3	2010
Fall Break	From:	October	4	2010
	To:	October	10	2010
Fall Term Start		October	11	2010
Fall Term Drop/Add Deadline		October	24	2010
Mini-Term Starts		November	22	2010
Thanksgiving Day Holiday	From:	November	25	2010
	To:	November	26	2010
Mini-Term Drop/Add Deadline		December	1	2010
Micro-Term Starts		December	13	2010
Winter Holiday	From:	December	23	2010
	To:	January	2	2011
Classes Resume		January	3	2011
Fall Term Ends		January	9	2011
Winter Break	From:	January	10	2011
	To:	January	16	2011
M.L. King Jr. Birthday Holiday		January	17	2011
Winter Term Starts		January	10	2011
Winter Term Drop/Add Deadline		January	31	2011
Presidents' Day		February	21	2011
Mini-Term Starts		February	28	2011
Mini Term Drop/Add Deadline		March	6	2011
Micro-Term Starts		March	21	2011
Winter Term Ends		April	10	2011
Spring Vacation	From:	April	11	2011
	To:	April	17	2011
Spring Term Starts		April	18	2011
Spring Term Drop/Add Deadline		May	2	2011
Memorial Day Holiday		May	30	2011
Mini-Term Starts		May	31	2011
Mini Term Drop/Add Deadline		June	6	2011
Micro-Term Starts		June	20	2011
Independence Day Holiday		July	4	2011
Spring Term Ends		July	10	2011
Summer Vacation	From:	July	11	2011
	To:	July	17	2011

FY 2011 – 2012 Academic Calendar				
Summer Term Starts		July	18	2011
Summer Term Drop/Add Deadline		July	31	2011
Mini-Term Starts		August	29	2011
Mini-Term Drop/Add Deadline		September	4	2011
Labor Day Holiday		September	5	2011
Micro-Term Starts		September	19	2011
Summer Term Ends		October	9	2011
Fall Break	From:	October	10	2011
	To:	October	16	2011
Fall Term Start		October	17	2011
Fall Term Drop/Add Deadline		October	30	2011
Thanksgiving Day Holiday	From:	November	24	2011
	To:	November	25	2011
Mini-Term Starts		November	28	2011
Mini-Term Drop/Add Deadline		December	4	2011
Micro-Term Starts		December	19	2011
Winter Holiday	From:	December	23	2011
	To:	January	2	2012
Classes Resume		January	3	2012
Fall Term Ends		January	15	2012
M.L. King Jr. Birthday Holiday		January	16	2012
Winter Term Starts		January	17	2012
Winter Term Drop/Add Deadline		January	30	2012
Presidents' Day		February	20	2012
Mini-Term Starts		February	27	2012
Mini Term Drop/Add Deadline		March	4	2012
Micro-Term Starts		March	19	2012
Winter Term Ends		April	8	2012
Spring Vacation	From:	April	9	2012
	To:	April	15	2012
Spring Term Starts		April	16	2012
Spring Term Drop/Add Deadline		April	29	2012
Memorial Day Holiday		May	28	2012
Mini-Term Starts		May	29	2012
Mini Term Drop/Add Deadline		June	4	2012
Micro-Term Starts		June	18	2012
Independence Day Holiday		July	4	2012
Spring Term Ends		July	8	2012
Summer Vacation	From:	July	9	2012
	To:	July	15	2012

FY 2013 Academic Calendar				
Summer Term Starts		July	16	2012
Summer Term Drop/Add Deadline		July	29	2012
Mini-Term Starts		August	27	2012
Mini-Term Drop/Add Deadline		September	2	2012
Labor Day Holiday		September	3	2012
Micro-Term Starts		September	17	2012
Summer Term Ends		October	7	2012
Fall Break	From:	October	8	2012
	To:	October	14	2012
Fall Term Start		October	15	2012
Fall Term Drop/Add Deadline		October	28	2012
Thanksgiving Day Holiday	From:	November	22	2012
	To:	November	23	2012
Mini-Term Starts		November	26	2012
Mini-Term Drop/Add Deadline		December	2	2012
Micro-Term Starts		December	17	2012
Winter Holiday	From:	December	22	2012
	To:	January	1	2013
Classes Resume		January	2	2013
Fall Term Ends		January	13	2013
Winter Term Starts		January	14	2013
M.L. King Jr. Birthday Holiday		January	21	2013
Winter Term Drop/Add Deadline		January	28	2013
Presidents' Day		February	18	2013
Mini-Term Starts		February	25	2013
Mini Term Drop/Add Deadline		March	3	2013
Micro-Term Starts		March	18	2013
Winter Term Ends		April	7	2013
Spring Vacation	From:	April	8	2013
	To:	April	14	2013
Spring Term Starts		April	15	2013
Spring Term Drop/Add Deadline		April	28	2013
Memorial Day Holiday		May	27	2013
Mini-Term Starts		May	28	2013
Mini Term Drop/Add Deadline		June	3	2013
Micro-Term Starts		June	17	2013
Independence Day Holiday		July	4	2013
Spring Term Ends		July	7	2013
Summer Vacation	From:	July	8	2013
	To:	July	14	2013

FY 2014 Academic Calendar				
Summer Term Starts		July	15	2013
Summer Term Drop/Add Deadline		July	28	2013
Mini-Term Starts		August	26	2013
Mini-Term Drop/Add Deadline		September	1	2013
Labor Day Holiday		September	2	2013
Micro-Term Starts		September	16	2013
Summer Term Ends		October	6	2013
Fall Break	From:	October	7	2013
	To:	October	13	2013
Fall Term Start		October	14	2013
Fall Term Drop/Add Deadline		October	27	2013
Mini-Term Starts		November	25	2013
Thanksgiving Day Holiday	From:	November	28	2013
	To:	November	29	2013
Mini-Term Drop/Add Deadline		December	3	2013
Micro-Term Starts		December	16	2013
Winter Holiday	From:	December	23	2013
	To:	January	1	2014
Classes Resume		January	2	2014
Fall Term Ends		January	12	2014
Winter Term Starts		January	13	2014
M.L. King Jr. Birthday Holiday		January	20	2014
Winter Term Drop/Add Deadline		January	27	2014
Presidents' Day		February	17	2014
Mini-Term Starts		February	24	2014
Mini Term Drop/Add Deadline		March	2	2014
Micro-Term Starts		March	17	2014
Winter Term Ends		April	6	2014
Spring Vacation	From:	April	7	2014
	To:	April	13	2014
Spring Term Starts		April	14	2014
Spring Term Drop/Add Deadline		April	28	2014
Memorial Day Holiday		May	26	2014
Mini-Term Starts		May	27	2014
Mini Term Drop/Add Deadline		June	2	2014
Micro-Term Starts		June	16	2014
Independence Day Holiday		July	4	2014
Spring Term Ends		July	6	2014
Summer Vacation	From:	July	7	2014
	To:	July	13	2014

FY 2015 Academic Calendar				
Summer Term Starts		July	14	2014
Summer Term Drop/Add Deadline		July	27	2014
Mini-Term Starts		August	25	2014
Mini-Term Drop/Add Deadline		August	31	2014
Labor Day Holiday		September	1	2014
Micro-Term Starts		September	15	2014
Summer Term Ends		October	5	2014
Fall Break	From:	October	6	2014
	To:	October	12	2014
Fall Term Start		October	13	2014
Fall Term Drop/Add Deadline		October	26	2014
Mini-Term Starts		November	24	2014
Thanksgiving Day Holiday	From:	November	27	2014
	To:	November	28	2014
Mini-Term Drop/Add Deadline		December	2	2014
Micro-Term Starts		December	15	2014
Winter Holiday	From:	December	23	2014
	To:	January	2	2015
Classes Resume		January	3	2015
Fall Term Ends		January	11	2015
Winter Term Starts		January	12	2015
M.L. King Jr. Birthday Holiday		January	19	2015
Winter Term Drop/Add Deadline		January	26	2015
Presidents' Day		February	16	2015
Mini-Term Starts		February	23	2015
Mini Term Drop/Add Deadline		March	1	2015
Micro-Term Starts		March	16	2015
Winter Term Ends		April	5	2015
Spring Vacation	From:	April	6	2015
	To:	April	12	2015
Spring Term Starts		April	13	2015
Spring Term Drop/Add Deadline		April	26	2015
Memorial Day Holiday		May	25	2015
Mini-Term Starts		May	26	2015
Mini Term Drop/Add Deadline		June	1	2015
Micro-Term Starts		June	15	2015
Independence Day Holiday	From:	July	3	2015
	To:	July	4	2015
Spring Term Ends		July	5	2015
Summer Vacation	From:	July	6	2015
	To:	July	12	2015

## MODULAR PROGRAMS

Modular Program Schedule	
2011 - 2013	
Start Dates	End Dates
4/25/11	5/20/11
5/23/11	6/20/11
6/22/11	7/20/11
7/22/11	8/18/11
8/22/11	9/19/11
9/20/11	10/17/11
10/19/11	11/15/11
11/16/11	12/15/11
12/16/11	1/23/12
1/24/12	2/21/12
2/22/12	3/20/12
3/21/12	4/17/12
4/19/12	5/16/12
5/18/12	6/15/12
6/18/12	7/16/12
7/19/12	8/15/12
8/17/12	9/14/12
9/17/12	10/12/12
10/15/12	11/9/12
11/12/12	12/11/12
12/12/12	1/18/13
1/22/13	2/19/13
2/20/13	3/19/13
3/20/13	4/16/13
4/17/13	5/14/13
5/15/13	6/12/13
6/13/13	7/12/13

Holiday/ Student Break		
2011-2013		
Holiday	Start Dates	End Dates
Memorial Day	5/30/11	5/30/11
4 <sup>th</sup> of July	7/4/11	7/4/11
Labor Day	9/5/11	9/5/11
Thanksgiving	11/24/11	11/25/11
Christmas/ New Year	12/24/11	1/2/12
Martin Luther King	1/16/12	1/16/12
President's Day	2/20/12	2/20/12
Memorial Day	5/28/12	5/28/12
Independence Day	7/4/12	7/4/12
Labor Day	9/3/12	9/3/12
Thanksgiving Day	11/22/12	11/26/12
Winter Holiday	12/22/12	1/1/13
M.L. King Jr. Birthday	1/21/13	1/21/13
President's Day	2/18/13	2/18/13
Memorial Day	5/27/13	5/27/13
Independence Day	7/4/13	7/5/13